

Panola College

A Guide for Disability Services



Disability Support Services wants to help you build your story

Disability Support Services (DSS)
Phone: 903.693.2046
1109 W. Panola St. Carthage, TX 75633
Located in the Charles C. Matthews Foundation Student Center

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Accreditation

Panola College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4500) to award Associate degrees and certificates of completion.

Equality

Panola College is an Equal Opportunity Institution that provides educational and employment opportunities on the basis of merit and without discrimination because of race, color, religion, sex, age, national origin, veteran status, disability or genetic information.

Philosophy and Objectives

Panola College welcomes students with disabilities as a part of the student body. This institution is committed to providing support and adaptations necessary to contribute to a successful educational experience for students with disabilities. Panola College provides equal opportunities for qualified students with disabilities and ensures access to a wide variety of resources and programs. The Disability Support Services (DSS) Office at Panola College coordinates support services for Panola College students with temporary and/or permanent disabilities.

The passage of Section 504, Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 requires that the College make certain special arrangements for students with disabilities. Special arrangements for example may include: allowing the use of tape recorders, or making special testing arrangements. This legislation means that the student will be required to meet the same academic standards as other Panola students; but will have access to the accommodations which will support them in meeting those standards. The Panola College DSS will make reasonable accommodations for students with a diagnosed physical and/or learning disability by a licensed professional who have been admitted to the College and requests accommodations.

Panola College Disability Support Services Mission

Panola College Disability Support Services provides and coordinates support services to improve the educational experience of students with qualifying disabilities by offering reasonable accommodations in a holistic environment.

Panola College Disability Support Services Goals

- To provide services, accommodations, and equipment enabling students with disabilities to participate in and benefit from all College programs and activities.
- To promote an environment at Panola College which provides reasonable access.
- To encourage students to become as independent and self-reliant as possible. Toward this goal, students are expected to assume major responsibility for securing services and accommodations.
- To provide information and consultation about specific disabilities to the entire Panola College community.

Laws: Section 504 and Americans with Disabilities Act

The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 are major pieces of federal legislation which prohibit discrimination against persons with disabilities. These Acts state that:

...no otherwise qualified handicapped person shall on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic. . .or other post-secondary education program receiving federal financial assistance.

Under these laws, a qualified handicapped person is defined as “one who meets the academic and technical standards requisite to admission or participation in the . . . education program or activity.” They specify that individuals with hidden disabilities (psychological and learning disabilities) have the same legal entitlements as adults with physical or sensory disabilities. Section 504 of the Act prohibits discrimination on the basis of handicap against persons in programs or activities receiving or benefiting from federal assistance. Thus, in a university setting, Section 504 mandates “reasonable accommodation” for students with learning and psychological disabilities via such methods as taped textbooks and alternative testing arrangements in the same way that it mandates curb cuts and ramped entrances to classroom buildings for students with physical disabilities or sign language interpreters for students who are deaf. Section 504 of the Rehabilitation Act of 1973 states that:

“No otherwise qualified handicapped individual in the United States. . .shall, solely by reason of. . .handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

A “handicapped person” means any person who (i) has a physical or mental impairment that substantially limits one or more of such person’s major life activities, (ii) has a record of such an impairment, or (iii) is regarded as having such an impairment.

A “qualified handicapped person” is defined as one who meets the requisite academic and technical standards required for admission or participation in the post-secondary institution’s programs and activities. Section 504 protects the civil rights of individuals who are qualified to participate.

The Americans with Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. This legislation provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the private sector, transportation, public accommodations, services provided by state and local government, and telecommunication relay services. The significance of this legislation is no less than that of the civil rights acts in the 1960’s for minorities.

A person with a disability is anyone with a physical or mental impairment (or who has a history of such a condition, or who is perceived by others to be disabled) that substantially impairs

or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Post-secondary institutions that receive federal monies have been required to comply with a similar disability nondiscrimination law – Section 504 of the Rehabilitation Act of 1973. The ADA upholds and extends the standards for compliance set forth in Section 504 to employment and promotion practices, meeting planning, and communications.

Support Services

The purpose of the Disabled Student Services Office is to promote an environment at Panola College, that provides reasonable access to all programs, courses, and activities for students with disabilities, and to provide information and consultation about specific disabilities to the entire College community. The following list of services may be available:

504/ADA/Services

- Assistance with registration
- Test accommodations
- Taped lecture/texts
- Notetakers
- Readers

Tutorial services

- Skills Bank (Basic Skills)
- Computer Tutoring Lab
- Paid Peer Tutors

NOTE: Panola College Disability Support Services are kept for 5 years after last activity.

Pre-Admissions Guidance

Prospective students with disabilities are encouraged to arrange a visit to the campus prior to admission to become acquainted with the facilities and services offered at the Panola College campus that will enable them to fully participate in regular classroom instruction.

The college will make reasonable accommodations for qualified students with a diagnosed physical and/or learning disability who apply for admission. The student is responsible for being aware of the guidelines, procedures, and policies outlined in the official *College Catalog* and the student handbook, *The Pathfinder*. This *Handbook for Students with Disabilities* is mainly to inform the student of the accommodations available at Panola College.

The student should make the Disabled Student Services Office aware of his/her needs and request the assistance needed. Notification before the beginning of any semester is necessary for adequate

scheduling of services. Reasonable accommodation or assistance to increase success will be provided as appropriate.

The deadline for applying for assistance with the Disabled Student Services Office is normally four weeks prior to the beginning of the initial semester of enrollment to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of the semester.

Assistance with Registration

The student should make the Disabled Student Services Office aware of his/her needs and request the assistance needed. Notification **before** the beginning of any semester is necessary for adequate scheduling of services.

If reasonable accommodation in registration procedure or instructional environment is requested, the student must obtain a **Request for Special Testing/Accommodations Form** from the Disabled Student Services Office and have an interview with the Disability Services Officer. Current medical and/or psychological documentation that verifies his/her disability will be required with the request form.

The deadline for applying for assistance with the Disabled Student Services Office is four weeks prior to the beginning of the initial semester or enrollment to allow time to provide adequate coordination of services. The deadline for applying for subsequent continuous semesters of enrollment is two weeks prior to the beginning of regular college registration for that semester.

Counseling

Students may receive academic and career counseling from professional counselors and staff at Panola College. Counselors also provide referral information when requested.

Job Placement

Panola College attempts to assist students in job placement. Interest assessment, investigating career options, and access to occupational information are provided by the College website. Job opportunities (on campus and off campus) are posted regularly on designated College bulletin boards, online through the career services page. Directors of career programs provide placement information to graduates of these programs. Finding employment is ultimately the student's responsibility. For job fair information contact career/technical counselor located in the Student Success Center.

Community Referrals

Texas Workforce Commission (TWC) and Texas Health & Human Services Commission (HHSC) are common referral sources for diagnostic evaluations and assistance. Contact the DSS Office for additional referral resources at 903.693.2046 or visit <https://twc.texas.gov/> <https://hhs.texas.gov/>

Accommodations of Services

The following descriptions of services/accommodations listed are those most frequently requested and provided to students.

Accommodations Available to the Student with a Learning Difference

- Special arrangements for taking exams/written work completed in class (extended-time, alternate testing site, other accommodations on an individual basis)—please follow accommodations request procedure to access this service.
- Coordination of textbooks recorded/enlarged.
- Classroom notetaker – Please follow accommodation request procedures to access this service.
- Other accommodations on an individual basis.

Accommodations Available for the Student with a Mobility Impairment

- Ramps
- Accessible buildings/restrooms
- Handicapped parking
- Modified equipment and adaptive equipment
- Classroom notetaker
- Other accommodations on an individual basis

Testing Accommodations

To assure that reasonable special testing can be provided for the student with a physical or learning disability, the procedures listed below must be followed:

- Student must meet with the Disability Services Officer in the DSS Office to ensure that appropriate documentation is on file.
- Student must contact and present the Support Services Checklist Form to his/her instructor(s) to arrange for special testing prior to the beginning of the semester or during the first week of classes and maintain contact throughout the semester.
- Instructors should contact the Disability Services Officer at 693.2046 if assistance is needed.

State law requires persons with handicaps to obtain handicapped permits from their county automobile registration department in order to park in any handicapped zones. If a student has special needs, special parking permits are available in the Campus Safety Office during regular business hours. For more information contact the Campus Police Office at 693.1112.

Service Animals or Emotional Support Animals

Please visit the websites below and/or contact the Panola College DSS office for more assistance.

dss@panola.edu

https://www.ada.gov/regs2010/service_animal_qa.pdf

<https://adata.org/publication/service-animals-booklet>



APPLICATION FOR DISABILITY SUPPORT SERVICES

Welcome to Panola College.

To ensure that appropriate accommodations can be offered, please provide the following information **30 days before the beginning of the semester.**

Demographic and General Information			
Student Name: _____			
Last	First	Middle	
SS# _____ - _____ - _____		Panola Student ID# _____	
Application Date ____/____/____		Enrollment Semester _____	
Intended Major _____			
Primary Phone # _____		Alt. Phone# _____	
Mailing Address _____			
Street/PO Box		City	State
Physical Address _____			
Street		City	State
Prior School/College/Universities attended within last 5 years with accommodations:			
_____	Dates attended _____		
_____	Dates attended _____		
_____	Dates attended _____		

Disability Support Services Accommodation Request Information
List or describe the type of disability or disabilities requiring accommodations:

Please give a description of how your disability or disabilities impact you as a student.

Medical and/or Diagnostic Contact(s) Information:

Provider #1

Name _____ Phone # _____

Mailing address _____
Street/PO Box _____ City _____ State _____

Provider #2

Name _____ Phone# _____

Mailing address _____
Street/PO Box _____ City _____ State _____

Please include medical/diagnostic evaluation report(s) with this application that provide(s) evidence of your disability and its limitations to your mobility or academic performance. These evaluation reports must have been completed within the **last five years**.

Additional Information

Emergency Health Information:

Please list below any medications you are currently taking under a physician's orders which could involve an emergency health situation (i.e., medications without which you cannot function effectively, etc.)

Rehabilitation Services Information

Have you received assistance from any outside agency such as Texas Workforce Solutions-Vocational Rehabilitation Solutions TWS-VRS (formally DARS) or any other rehabilitation agency? **Yes** **No**

If yes, please list the following information:

Agency _____
Name _____ Address _____ City _____ State _____

Contact person _____

Phone number _____

Financial Aid Information:

Our staff works with students receiving financial aid who are required to take a full academic load but who need to be enrolled only part time due to a disabling condition.

Please indicate whether or not you are a financial aid recipient or applicant through the Panola College Financial Aid Office. **Yes** **No**

Specific Disability Support Services Accommodation Request Checklist

Note: If you wish instructors to provide accommodations for your disability needs, you must complete this form. Proof of a disability warranting the accommodation requested must be on file with the Career and Technical Advisor.

A checklist of appropriate accommodations will be provided to you. You will need to present this information to your instructors **before the beginning of each semester** at which time you will discuss your academic needs. However, if you would prefer that the Disability Support Services Office facilitate a meeting between you and your instructors to discuss your academic needs, this can be arranged. Copies will be available from the Student Support Services Office. Instructors will be requested to treat **all information regarding your disability as confidential.**

Please indicate below the accommodations which you feel will be appropriate.

- A copy of class notes. (NCR Carbonless paper can be provided for classmate use. The student may request help in making an anonymous appeal for a volunteer willing to share a copy of his/her notes.)
- A course syllabus and/or test schedule.
- Sign language interpreter who will either need to sit next to or immediately in front of the student.
- Seat near the front for lip-reading. (Student must be able to see professor's face at all times.)
- Additional time on work being done in class and on tests. (Unless speed is the factor being tested, granting up to time and a half allowed to other students is considered a "reasonable accommodation" for those whose manual or coding/decoding functioning is impaired.)
- Test reader or scribe.
- Special test location to provide quiet non-distractive environment.
- Assistive device(s): _____
- Special seating: 1) seat near the door; 2) wheelchair access; 3) other _____
- Assistance with lab work, etc.
- Other: _____

Understanding and Acknowledgment of Requested Disability

- I have read and understand the information on the accommodations request form.
- I understand that submitting this application does not guarantee a specific type of support service(s).
- I understand that I must meet with Panola College Disability Support Services before each semester of my enrollment to request Support Service Accommodations.
- I will or have provided the appropriate documentation of my disability in order to receive an accommodation.
- I agree to comply with the Panola College Catalog and Pathfinder-Student Handbook, and the Panola College Disability Support Services Handbook.
- I certify that the information I have provided is accurate and true and may be shared with the appropriate faculty/staff.
- I understand that all records are kept confidential.
- I understand that all of my records with the Panola College Disability Support Services are kept for **5 years** after last activity.

Student's Signature _____ Date _____

Parent's Signature _____ Date _____

(Required if recipient is under age 18)

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REQUEST FOR SPECIAL TESTING

If you claim to have a physical or mental impairment that substantially limits a major life activity, you may be eligible for accommodations in the testing process which will ensure that the test accurately reflects your skills, knowledge, and abilities. Attempts will be made to provide a reasonable accommodation which will allow you to demonstrate your abilities.

The information requested below, and any documentation regarding your disability or need for accommodation in testing, will be considered **strictly confidential** and will not be furnished to any outside source without your permission:

Name: _____
(Last Name) (First Name) (MI)

Address _____
(Street) (State) (Zip)

Telephone# :(Including Area Code) _____

Accommodation requested for the _____ examination.

ACCOMMODATION REQUESTED

The following accommodations are requested to provide me (the examinee) with an accessible testing arrangement. Please be specific, for example, "Test should be printed in black ink," or "I will need a magnifying glass to read the test."

1. _____
2. _____
3. _____
4. _____
5. _____

(If needed, use reverse side of sheet)

Requestor Signature

Date

Staff Signature

Date

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DSS EQUIPMENT CHECK-OUT

Equipment _____ Number _____

Checked out to:

Name

Student ID Number

Semester

Date

This equipment must be returned to the Disabled Student Services Office no later than the day of the student's last final exam. If the equipment is not returned by the due date in operable condition, a hold will be placed on the student's transcript and cost or replacement will be assessed.

In checking out this DSS equipment, I agree to the above terms.

Student signature

Date

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Panola College Frequently Called Numbers

Main Switchboard	903.693.2000
Campus Police	903.693.1112
Disability Support Services	903.693.2046
Financial Aid	903.693.2039
M.P. Baker Library	903.693.2052
Business Office	903.693.2082
Scholarships	903.693.2029
Food service	903.693.2015
Maintenance	903.693.1113
Admissions and Records	903.693.2038
College Store	903.693.2019
Career and Technical Advisor	903.693.2046
Placement Testing	903.693.2036
Advising	903.693.2048
VP of Student Services	903.693.2048
Director of Student Life	903.693.2011
Residence Life Coordinator	903.693.1176
Marshall College Center	903.935.5039
Shelby Regional Training Center	936.591.9075
Shelby College Center	936.598.9543

Off Campus Numbers:

Texas Rehabilitation Commission	903.935.7814 903.758.1783 903.561.8131	Marshall Longview Tyler
Texas Health and Human Services	888.963.7111	State of Texas
Community Healthcore	800.446.8253	Gregg, Harrison, Panola County
Burke Center	800.621.1523	Shelby County