

## *Welcome*

Welcome to Owens Community College! Enclosed in this booklet is general information about the Office of Disability Services (DS), the service procedures which are required for students to receive accommodations, and specific information about your accommodations. Please keep this booklet and refer to it during future semesters.

### *DS Office Information*

#### Mission Statement:

The mission of The Office of Disability Services is to support the college in ensuring access to programs and services and to assist students with disabilities through the provision of accommodations, referrals, information, and resources.

#### Contact Information:

Disability Services: Located in Alumni Hall 103, Toledo Campus  
Phone: 567.661.7007 or 800.466.9367, extension 7007  
Fax: 567.661.7010  
Email: [disability@owens.edu](mailto:disability@owens.edu)

\*Representatives are available on the Findlay Campus and The Learning Center at The Source on regularly scheduled days throughout the semester. Appointments at Arrowhead Learning Center (ALC) can be scheduled by contacting DS. Students should contact the number listed above to schedule appointments.

#### Requesting Accommodations:

The student needs to request accommodations **each semester**. A **minimum of 3 business days** is required to process accommodation requests. Late requests may result in a delay of accommodations. The student may request accommodations at any time during the semester; however, accommodations will not be implemented retroactively.

To request accommodations, the student needs to complete and submit a Request for Accommodations Form and identify the specific accommodations requested for each class. The form is available in the DS office, at the Student Development counter on the Findlay campus, or online at [https://www.owens.edu/disability\\_services/forms.html](https://www.owens.edu/disability_services/forms.html).

Please mark only the accommodations for which you are eligible. If you have questions regarding eligibility, please meet with a DS Representative.

In the event that an accommodation is not reasonable or if the student is not eligible for the requested service, please note that the approved accommodation form will only reflect the student's approved accommodations. It is the student's responsibility to follow up with DS regarding any questions about specific requests or services.

If the student changes his/her schedule during the semester, it is the student's responsibility to modify the Request for Accommodations Form as appropriate.

#### Accommodation Eligibility Form (AEF):

After completing the Request for Accommodations Form, the student will receive an email. This email will have an attachment. This attachment will be a copy of the student's Letter of Accommodation (LOA). The student may then make as many copies of the form as needed. If the student does not have access to a printer she/he may always come into the Office of Disability Services and we would be happy to make copies at the office. The student then must then present this form to his/her professor. **It is the student's responsibility to present and discuss the form with instructors each semester.** The form will include information on accommodations, details for instructors, and DS contact information. Disability-related information is not included in the form. Instructors are not required to provide any accommodation(s) unless presented with this form by the student.

#### Distance Learning (web courses):

A student enrolled in Distance Education (eOwens) courses should contact DS regarding any specific or unique needs for accommodation(s) pertaining to distance education. Some accommodations, although approved, may not be appropriate in a web based environment.

A student requesting accommodations for web-based classes needs to complete the request for accommodations form which may then be mailed, faxed to 567.661.7010, or sent as an e-mail attachment to [disability@owens.edu](mailto:disability@owens.edu). After receiving the request form, DS staff will send the student a copy of the AEF by Owens e-mail.

The student then forwards a copy of his/her AEF to each instructor using Owens e-mail account. Students needing help with this step should contact DS. It is essential for the student to follow up with each web instructor regarding specific accommodations. It is good practice to save a copy of the e-mail and copy (cc) the individual DS representative, or [disability@owens.edu](mailto:disability@owens.edu).

#### Privacy:

The Office of Disability Services protects the rights of students with disabilities. Documentation provided will not become a part of the student's College transcript or academic file. Disability information will not be disclosed to others without written consent from the student except for situations that involve emergencies or imminent risk, as allowed by FERPA.

Owens Community College follows the guidelines of the Family Education Rights and Privacy Act of 1974 (FERPA). For detailed information about FERPA guidelines, refer to the web page of the Office of the Registrar at [https://www.owens.edu/records\\_reg/index.html](https://www.owens.edu/records_reg/index.html).

#### Complaint Resolution Process:

The student is responsible for contacting DS if he/she has a complaint regarding the implementation of accommodations.

If the student disagrees with disability determination or decisions about accommodations, he/she should schedule an appointment with the Director of Disability Services. After meeting with the Director, if the student is not satisfied the student may file a complaint with the Dean of Student Life at 567.661.7129.

If the student has a disagreement regarding any accommodations approved by DS, the student should contact DS to begin the resolution process as soon as the issue becomes apparent.

The designated college official for resolution of any complaint of discrimination (students, employees, or members of the public) under The Americans with Disabilities Act/Section 504 of the Rehabilitation Act is the Director of Employee Relations and Diversity. For further information, refer to the Diversity web page at <https://www.owens.edu/diversity/faq.html>.

#### Adaptive Technology:

Accessible computer stations and software programs are available in the campus computer labs. Students requesting use of the accessible software programs may be required to complete technology training. Students are expected to follow the policies and procedures of the college computer labs. An adaptive technology lab is available to students during regular office hours in the DS office.

#### Equipment:

DS maintains a limited supply of equipment for student use. Some equipment such as FM systems, Alpha Smarts, digital recorders, and Smart Pens can be checked out at the Owens Library on a first come basis. If the equipment requires batteries, initial batteries will be provided as well as an AC/DC adapter (if available). If equipment is damaged, lost, or not returned when due, the student is fiscally responsible. For specific details about the loan process, refer to the Equipment Checkout Form.

Students must meet with a DS representative every semester to obtain a Library Equipment Checkout form.

Other equipment for student use but not for loan includes Closed Circuit Televisions (CCTV) and specialized software programs.

#### Personal Services:

Accommodations do not include *personal* devices, services, or assistance. The following are examples of personal aids and should not be interpreted as a comprehensive list: hearing aids, mobility devices, typing, homework assistance, laptops, and personal care attendants/aides. Students who anticipate the need for personal assistance on campus should plan well in advance to recruit and hire care attendants/aides (as well as substitutes). Possible sources for recruitment

include The Ability Center (419.885.5733); the area office of the Bureau of Vocational Rehabilitation (Toledo: 419.866.5811) or [www.rsc.ohio.gov](http://www.rsc.ohio.gov) for other offices; or Owens Career Services Office (567.661.7501) to post a position announcement. Training, supervision, and payment of care attendants/aides are the responsibility of the student.

Students attending classes at Arrowhead Learning Center, the Learning Center at the Source, Workforce and Community Services, or other off-campus locations must coordinate accommodations with a DS representative.

**You have been determined to be eligible for the following specific accommodations. If you have a problem or concern with the provision of your approved accommodations, contact DS as soon as concerns arise in order to facilitate successful resolution. If, in the future, you would like to discuss eligibility for additional accommodations, please meet with a Representative from the DS office.**