Introduction
Welcome to Manchester Community College. This booklet is intended to inform you of the policies and procedures for requesting adjustments because of a disability. It also explains the types of supports the Services for Students with Disabilities unit provides.

Mission Statement
Manchester Community College is committed to providing equal access to students with disabilities in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

Services for Students with Disabilities (SSD) are designed to develop strategies that will help you succeed in college. Our services will remove obstacles to the learning process that are related to your disability. Ultimately, our aim is to provide you with the same opportunity to learn as any other student on campus.

Student Rights & Responsibilities
The laws concerning services for college students with disabilities are somewhat different than they are for high school students. Included here is an overview of your legal rights as a college student with a disability.

- You have the right to privacy. You do not have to disclose that you have a disability. However, in order to receive adjustments for a disability, you must disclose to the appropriate member of the SSD team. If you disclose a disability to the SSD team, any records concerning your disability are confidential and are not a part of your student file.

- You must provide documented evidence of your disability in order to receive services. More information is provided in the “Documentation Guidelines” section.

- You are entitled to academic adjustments that are deemed appropriate by the disabilities staff given your disability. Professors must make these adjustments.

- You cannot be denied entrance to a program because you have a disability, but you must be otherwise qualified. This means, for instance, that you have good grades, have taken the right courses to prepare you, and are able to meet the technical standards of that program.

Grievance Procedure
The process for grieving decisions made by the disabilities staff is the same as the general Grievance Procedure at the college. Please refer to the MCC Student Handbook for more information.
Procedures for Students

The following procedures for requesting adjustments have been established to ensure equal access to educational programs and to maintain appropriate documentation for all students with disabilities.

1. It is your responsibility to make the college aware of a documented disability.
   
   a. If you have a physical or psychological disability, contact Joseph Navarra at jnavarra@mcc.commnet.edu or 860-512-3320 or go to the Counseling Center, Lowe Student Services Center, room L108.
   
   a. If you have a learning disability, contact Gail Stanton at gstanton-hammond@mcc.commnet.edu or call 860-512-3325, or Joan Kantor at jknator@mcc.commnet.edu or call 860-512-3326. They are located in the Testing Center, Lowe Student Services Center, room L131.

2. Send documentation describing the disability directly to:

   Services for Students with Disabilities
   Manchester Community College
   Great Path, MS #8
   Manchester, CT 06040

   See “Documentation Guidelines” section for more information.

3. Schedule an appointment with an SSD staff member. Through an interactive process, you and the staff member will discuss any barriers to learning as well as strategies and adjustments that will help you deal with them.

4. If academic adjustments are deemed appropriate, the SSD staff member will write a letter to your professors explaining the adjustments for that semester. You will give this letter with each professor. Your professors will know about your adjustments only when they get it from you. The letter describes adjustments only; it does not reveal the nature of your disability. If your letter needs to be returned, the bottom portion of it is signed by the professor, returned to the SSD staff member, and kept on file as evidence of an agreement made between you, the SSD and the professor.

5. If test adjustments are part of the overall adjustments plan, a separate procedure is explained under “How Do I get Test Adjustments?”.

   a. If you need test adjustments, contact Georgette Hyman, Placement Testing Specialist, at 860-512-3304, Lowe Student Services Center, room L131
Documentation Guidelines

1. Documentation must come from an authorized agency, individual or medical source. It must be written on letterhead and include the names, titles and professional credentials of the evaluators.

2. The diagnosis of the disability should be clearly indicated. The documentation must describe the disability and explain how this condition may affect a student in an academic setting.

3. The documentation should also suggest reasonable adjustments that may be necessary to assist the student in an academic setting.

4. The documentation must be current (usually defined as within the past three years).

5. Summaries of Performance (SOPs) should be sent to MCC along with other documentation.

Documentation on Testing for Students with Learning Disabilities

1. Testing must be comprehensive. One test is not adequate to diagnose a learning disability or attention deficit disorder. Testing should include:

   a. Aptitude and Information Processing: WAIS (Wechsler Adult Intelligence Scale) is the preferred instrument. The Woodcock Johnson Psycho-Educational Battery or the Stanford-Binet Intelligence Scale is also acceptable. There should be a full diagnostic report including subtest scores and an interpretation of the results.

   a. Achievement: Current levels of functioning in reading, writing and math are required. Subtest scores must be included in the report.

2. Test scores and data should be included. We must have this information to prove eligibility for services and to determine what services are most appropriate.

3. Since diagnostic reports MUST be included, test scores alone don’t provide a comprehensive profile of your learning needs. The names and titles of the evaluators as well as dates of testing should also be included.
Documentation for Students with ADD/ADHD

This should include:

1. History of attention deficit symptoms, including how they have affected the student in an educational setting.

2. Diagnostic interview.

3. Other diagnoses should be ruled out.

4. Specific diagnoses based on DSM-IV diagnostic criteria.

5. Interpretive report that summarizes results, identifies affected areas, and makes specific recommendations based on these results.

6. Name, title, address and phone number of licensed certifying professional, as well as the date of diagnosis.

We will accept documentation from licensed psychologists, psychiatrists, and neurologists; we do not accept documentation from pediatricians or family physicians.

When a student meets with the Learning Disabilities Specialist, they will gather some background information. A map describing your strengths and weaknesses will be developed. Strategies and adjustments will be recommended. You will also be given the names of any contacts that can help you to be successful at MCC.

What Services are Available for Students with Disabilities?

Each accommodation plan is unique and based on a student’s needs as well as the supporting documentation. Accommodation plans are arrived at through an interactive process between the student and the SSD staff member. The college reserves the right to determine the nature and extent of appropriate individual adjustments. Below are examples of adjustments students may receive.

- Additional time to complete tests
- Readers (people who read exams for students who cannot because of their disability)
- Scribes (people who write exams for students who cannot because of their disability)
- Text presented in alternate format – e-books
- Sign language interpreters
- Assistive technology
**Assistive Technology**

SSD has different technologies available that students with disabilities can use to assist them in their studies. We have an FM system used by students with hearing difficulties that will amplify an instructor’s voice. Other equipment is also available. Our Adaptive Technology Lab Assistant, Daryn Kjellquist, can be reached at 860-512-3314. He is available to provide training to students with disabilities on how to use our computer-based assistive technology. He also provides textbooks in an electronic format, or e-books, to students who require them.

SSD currently has the following software available to help students:

- Dragon Naturally Speaking (For use by students with fine motor skills impairment; this software has speech-to-text abilities)
- Kurzweil (For use by students with reading disabilities; this software presents textbooks visually and auditorily)
- Jaws (For use by students who are blind; this software verbalizes actions on the computer screen)
- Magic (For use by students with visual impairments; this software magnifies the computer screen)
- CoWriter (Word prediction software – this software saves the user keystrokes when typing)
- Inspiration (A visual writing organizer)

**E-Books**

An e-book is a digital version (CD) of a printed book. These can be read on personal computers with a screen reader. Students who have difficulty reading printed books can benefit from the adjustment of text size or font style. Text-to-speech software, like the Kurzweil, can be used to read e-books aloud to students.

If you are a student at MCC and are interested in having access to e-books, please follow these steps:

1. Make an appointment with the appropriate member of the MCC Services for Students with Disabilities team

2. After Gail, Joan or Joe has determined your eligibility for e-books, fill out an e-book Request Form. The request form can be found in Lowe Student Services Center, room L131. You must fill out a separate form for every book you are requesting.

3. When you have finished the form, click “Submit” at the bottom of the page and it will be sent to be processed.

4. To be eligible for e-books, you must provide proof that you have purchased the book.

5. If we have to physically scan your copy of the textbook, we may have to destroy the binding of the book. Once scanned, we will return the book to you, rebound, with plastic spiral binding.

If you have any questions about e-books, please contact Daryn Kjellquist at 860-512-3314 or dkjellquist@mcc.commnet.edu or go to the Lowe Student Services Center, room L131.
Services Available to All Students

The services listed below are available to all students at the College.

Counseling

Staff members in the Counseling Center are available to provide academic advising, career counseling, transfer counseling, and assistance with personal difficulties. We are also a source of referral for services available in the community. Please call 860-512-3320 to make an appointment, or stop by the offices in the Lowe Student Services Center, room L108.

Tutoring

The Academic Support Center has tutors available in many different subjects. Tutoring is free, and students are eligible to receive up to one hour of tutoring per week in each class. They also have a walk in Writing Center and Math Lab. To sign up or for more information, contact 860-512-2605 or go to Lowe Student Services Center, room L282.

Services Not Provided by the College

Below is a list of services the College does not provide:

- Specialized learning disability tutoring
- Learning disability evaluation
- Classroom aids/personal care attendants
How Do I Get Test Adjustments?

When test adjustments are part of a student's adjustments plan, the following steps need to be followed.

1. If you plan to take tests in the Testing Center, you must complete a Test Accommodation Request Form.

2. Give AT LEAST ONE WEEK’S ADVANCED NOTICE FOR ANY EXAM. This is very important since we have proctors who must arrange their schedules to be here.

3. Test Accommodation Request Forms are located in Lowe Student Services Center, room L131 and online at http://www.mcc.commnet.edu/students/resources/csd/special.php

4. Tests are to be taken at the same time that they are given in class. If you have a class immediately following your scheduled exam and would like to start the exam early to allow for extra time, you may make arrangements to do so.

5. You must remind the instructor about your testing adjustments. Remember, each instructor has many students and may not recall each student's requests.

6. Report to the Testing Center, room L131, to complete your test.

Additional Guidelines for All Students Receiving Test Adjustments

- Only the adjustments agreed upon and written in a student's adjustments plan will be allowed.

- The standard rule for additional time is “time and a half” (i.e. 90 minutes for a 60-minute exam).

- If you miss a scheduled exam in our office, your instructor determines whether you can take the exam at another time.

- The test proctor MAY NOT
  - Interpret or rephrase questions.
  - Answer questions about the test.
  - Define words whose meanings are part of the information being tested.

Unisex Bathrooms

Designated unisex bathrooms can be found in the Village, GPA and AST tower and are marked by this symbol.
Emergencies and Evacuation

Campus Police Department

Location: Lowe Student Services Center, room L174

Emergencies

The Campus Police should be notified immediately of any emergency or of any situation that might jeopardize the safety of persons or property on campus. An emergency is defined as any event that places the students of Manchester Community College, its employees, guests or property in direct physical jeopardy.

Emergency Phone Numbers

Campus Police Emergency Number ................................................................. x 3111

Fire/Medical Emergency (Campus Police not on duty) .................................911

Campus Police (routine calls) ........................................................................... x 3680

Campus Police (routine calls) from outside line .................................860-512-3680

Emergency Phones

There are blue-light emergency phones located throughout the campus and emergency phones on the walls in the Lowe Student Services Center. These phones dial directly to the Campus Police Department number at x 3111. If the Campus Police are unavailable, the calls are automatically directed to the Manchester Police Department's 911.

Emergency Fire Alarm

Emergency fire alarms are located in all campus buildings.

- When an alarm is given to evacuate the building, leave the building immediately by the nearest marked exit and alert others to do the same.

- Keep calm; do not shout during any emergency.

- Do NOT question whether an alarm or warning is false or actual, simply evacuate.
• Do NOT utilize the phone system – except to sound the alarm or report the location of mobility-challenged individuals or casualties.

• Do not use the elevator.

• Any individuals with limited mobility should be assisted in exiting the building or in getting to an enclosed stairwell that includes an Area of Refuge. Maps in each classroom show the closest Area of Refuge to that location.

• ALL enclosed stairwells at Manchester Community College may be used as Areas of Refuge as they are constructed so as to maintain integrity against fire and smoke.

• All stairwells will be checked by emergency personnel during an evacuation.

• Remain at that location until the “All Clear” announcement is made or until assistance arrives.

• Do NOT enter or return to an evacuated building unless told to do so by emergency personnel. Do not assume that because an audible alarm has been silenced, it means you can return to an evacuated building.

Emergency Procedures

The Emergency Procedures manual is a step-by-step guide for college administrators, faculty, staff and students on what to do during emergency situations. The Emergency Procedures manual is in every classroom, conference room and office throughout the campus.
MCC CAMPUS

AST  Arts, Sciences & Technology Center, SBM Charitable Foundation Building:
- Art Studios
- Classrooms/Faculty Offices
- Hans Weiss Newspace Gallery
- Physical Science Labs
- SBM Charitable Foundation Auditorium

LRC  Learning Resource Center:
- Classrooms/Faculty Offices
- Computer Science Labs
- John V. Gannon Continuing Education Center
- Health Career Labs
- Library
- Rockville Bank Foundation Computer Center
- TV Studio

L  Student Services Center, Frederick W. Lowe Jr. Building:
- Academic Support Center
- Admissions/Registrar’s Offices
- Athletics/Fitness Center
- Bookstore
- Career Services/Counseling/Cooperative Education
- Culinary Arts Center
- Classrooms/Faculty Offices
- Kitchen Labs
- Student Activities
- Veterans O.A.S.I.S. Center

GPA  Great Path Academy, Jonathan M. Daube Building

O  Band Shell

V  Village: Buildings V1, V2, V3, V4, V5, V6

Manchester Community College is committed to access and equal opportunity. Should you require special accommodations in order to participate in any of the programs offered, please contact Services for Students with Disabilities at 860-512-3332. Alternative formats of this material may be provided upon request.
Student Services Center (Lowe): 2nd Floor

LOWE – STUDENT SERVICES CENTER, 2nd floor
Frederick W. Lowe, Jr. Building

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Village (V1-V6)

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<td>V3</td>
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<td>V4</td>
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<td>V5</td>
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<td>V6</td>
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Learning Resource Center (LRC): 1st Floor

LRC – LEARNING RESOURCE CENTER, 1st floor

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<td>A119-A121 Library Study Rooms</td>
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<td>A142 Library Resource Classroom</td>
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<td>B103 Loading Dock</td>
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<td>B105, B108 Business and Industry Services</td>
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<td>B123 Surgical Technology Lab</td>
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<td>B124,127,128 Biology Labs</td>
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<td>B125 Occupational Therapy Lab</td>
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<td>B129 Respiratory Care Lab</td>
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<td>B130, B131 Sandbox, Educational Technology &amp; Distance Learning</td>
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John V. Gannon Continuing Education Center
B141, B142 Computer Labs
B144 Classroom
B148, B105 Continuing Education
B149 Conference Room
AST – ARTS, SCIENCES & TECHNOLOGY CENTER, 2nd floor,  
*SBM Charitable Foundation Building*

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