

# Program Overview

The mission of Central Ohio Technical College is to meet the technical education and training needs of students and employers in the area.



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## Student Life-Disability Services

At Central Ohio Technical College we believe all students should have equal access to higher education and college life. Student Life-Disability Services provides accommodations and support services for COTC students with disabilities.

### Our Mission

The mission of Student Life-Disability Services is threefold. We seek to ensure that all students with disabilities can freely and actively participate in all facets of college life. We provide and coordinate support services and programs to maximize students' educational potential and develop their independence to the fullest extent possible. Finally, we strive to increase the level of awareness among all members of the campus community so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

Our office arranges for reasonable accommodations and support services that are individualized and flexible. With a goal of equal opportunity in mind, Student Life-Disability Services creates opportunities for the same educational experiences, services, and enrichment to persons with disabilities that are offered to those who are not disabled.

### Eligibility for Services

Student Life-Disability Services provides services and accommodations for a wide variety of students who have disabilities. To initiate services, documentation of a disability, in one of the following forms, must be provided:

- **Visual Impairment:** A copy of a recent eye examination, which should include diagnosis and visual acuity, and a copy

of a recent Individualized Education Plan (IEP) if available.

- **Mobility Impairment:** Diagnosis of a mobility impairment, description of functional limitations, and a record of medications used, prescribed dosage, and any side effects experienced.
- **Hearing Impairment:** A copy of a recent audiological examination, which should include a diagnosis with etiology, degree, type, and configuration of loss, as well as a copy of a recent IEP if available.
- **Psychiatric Disability:** A letter from a psychologist or psychiatrist stating the diagnosis, characteristics of the disability, and medication.
- **Learning Disability:** A copy of your last IEP and Evaluation Team Report (ETR) or results of last psycho-educational test battery.
- **Chronic Illness:** A letter from a physician stating the diagnosis and impact of the disability, including any limitations and medication.
- **Attention Deficit (Hyperactivity) Disorder:** A copy of a recent diagnostic report that states the DSM diagnosis; symptoms; instruments and procedures used to make the diagnosis; and the dosage, type, and frequency of your current medication.

Students with other types of disabilities should consult with the Student Life-Disability Services staff to determine the documentation needed.

A Verification form is available at:

[http://www.cotc.edu/Life/Documents/Disability\\_Verification\\_Form-COTC.pdf](http://www.cotc.edu/Life/Documents/Disability_Verification_Form-COTC.pdf).

The intent of the office is not to exclude students from the use of services, but to ensure that those with legitimate disabilities receive services appropriate for the characteristics of the disability.

### Our Staff

Staff members at Student Life-Disability Services are specialists in disability matters. You will meet with someone who will work with you on issues of academic accommodations, disability adjustment, learning strategies, advocacy skills, and transition.

Staff members are involved in a variety of additional activities. At times, they act as advocates for students to ensure access to appropriate accommodations. Alternatively, they may serve as consultants to faculty and staff on disability-related issues. They provide in-service training to the community as well as participate in various campus committees. The primary goal of each staff member, however, is to ensure that students with disabilities have equal access to an education and college.

### Our Services

Student Life-Disability services are determined by individual functional limitations.

General services may include:

- Adaptive Technology lab with specialized equipment/software and technical assistance
- Disability counseling
- Assistive amplification devices available for loan
- Captioning
- Sign language interpreters
- CCTV system
- Screen reader
- Reformatted books and text

See reverse side for more information.

Exam accommodations such as

- Computer for essays
- Extended time
- Reader and/or scribe
- Single test space

Note taking accommodations such as:

- Note taking applications
- Power point in advance of class
- Recording device
- Shared classmate notes

### More Information

To discover how you can make the most of your college years, all students with special need are encouraged to contact Student Life-Disability Services in the early stages of their college planning. Pre-admission services include information about academic support services, specialized equipment, transition issues, admission requirements, and meetings with staff.

To discover how you can make the most of your college years, contact:

### Student Life-Disability Services

The John L. and Christine Warner Library and Student Center, Room 226  
1179 University Drive  
Newark, Ohio 43055

740.364.9578

800.963.9275 x246 (Ohio)

### Hours of Operation

Monday through Friday,  
8:00 a.m. to 5:00 p.m. (EST)

Evening hours are available Monday through Thursday by appointment.

### Non-Discrimination Statement

Central Ohio Technical College is committed to building and maintaining a diverse community to reflect human diversity, and to improve opportunities for all. The college is committed to equal opportunity and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as matter of law. Central Ohio Technical College does not discriminate on the basis of age, ancestry, color, disability, gender, gender identity or expression, genetic information, HIV/AIDS status, military status (past, present or future), national origin (ancestry), race, religion, sex, sexual orientation, protected veteran status, status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent or any other basis under the law, in its activities, programs, admission and employment. General information, questions, concerns or complaints related to these matters are to be directed to the Title IX Coordinator Holly Mason, Warner Center, Suite 236, Ohio State Newark/COTC, 1179 University Drive, Newark, Ohio 43055-1797 (740.364.9578) or ADA/504 Coordinator Connie Zang at the same location.



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