**DISABILITY SERVICES**

Welcome to South Seattle College. Disability Services (DS) coordinates services and arranges academic adjustments for students with disabilities at South Seattle College. The DS Office provides accommodations to ensure physical and programmatic access to college services, programs, and activities.

# ELIGIBILITY

To be eligible for services, students must have a disability (as defined by the Americans with Disabilities Act as Amended) and provide documentation of the disability and need for accommodation. Eligible students must also meet the academic and technical standards required for admission to college programs or activities.

# SERVICES FOR ELIGIBLE STUDENTS

* Advising on disability related issues
* Assistive technology
* Referral to appropriate college programs and community agencies
* Classroom accommodations if indicated, such as:
  + Alternate testing arrangements
  + Text books in alternate format
  + Sign Language interpreters

# TO OBTAIN SERVICES

To receive services, students complete an intake appointment in the DS office and provide documentation of disability. Individualized academic adjustments will then be determined. Please note some services may require 6 weeks or more to arrange. Contact the DS office as early as possible in your educational planning to avoid delays in service.

Contact the DS office to schedule an appointment:

* Telephone: 206-934-5137 (voice)
* TTY text telephone: 711 or 1-800-833-6384 for Washington State relay service
* Fax: 206-934-6649
* Email: [disability.south@seattle](mailto:disability.south@seattle)colleges.edu
* In person: RSB 12 Monday – Friday, 8 am to 4:30 pm (summer hours may vary)

6000 16th Avenue SW, Seattle, WA 98106-1499

For more information visit our website in Student Resources at [www.southseattle.edu](http://www.southseattle.edu)

South Seattle College is in accordance with Washington State anti-discrimination laws; Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 as Amended.

# STUDENT RESPONSIBILITIES

* Complete an intake appointment in the DS Office, provide documentation of your disability and make a request for accommodations.
* Obtain your accommodation form from the DS Office at the start of each quarter and give the form to your instructors
* Discuss your accommodations with your instructors in private
* Discuss any concerns regarding your accommodations with the DS Director or the DS Program Coordinator

# DS RESPONSIBILITIES

* Coordinate services to otherwise qualified students with disabilities requesting accommodations
* Obtain disability documentation and assess student accommodation needs
* Assist students in understanding and articulating their accommodation requests
* Provide an accommodation form for students to give to faculty
* Coordinate access to accessible electronic information technology and equipment
* Provide assistance and resources to faculty

# FACULTY RESPONSIBILITIES

* Refer students requesting disability accommodations to the DS Office and

include a statement in your syllabus

* Maintain confidentiality regarding all disability related matters
* Provide classroom adjustments as stated in the accommodation form. In the event of any concerns, provide the requested accommodation until the issue is resolved with the DS Office.
* Ensure accessibility of electronic and information technology, online classes and resources
* Deliver exams to the DS Office or Testing Center if indicated
* Contact the DS Office to discuss concerns regarding disability related matters