

ACCESS SERVICES

Welcome to South Seattle College. Access Services coordinates services and arranges academic adjustments for qualified students with disabilities to promote physical and programmatic access to College services, programs, and activities.

ELIGIBILITY

To be eligible for Access Services, students must have a disability as defined by the Americans with Disabilities Act and provide documentation of the disability and need for accommodations. Eligible students must also meet the academic and technical standards required for admission to College programs or activities.

SERVICES FOR ELIGIBLE STUDENTS

To request services, students complete an Intake with Access Services and provide documentation of disability. Individualized accommodations may then be determined. Please note some services may require 6 weeks or more to arrange. Contact Access Services as early as possible in your educational planning to avoid delays in service.

To start the Intake process, you may complete the [Request for Accommodations Online Form](#) on our website or scan the QR code below:



CONTACT INFORMATION

- Telephone: 206-934-6648 (voice)
- WA Relay Service: 1-800-833-6384
- Fax: 206-934-6649
- Email: access.south@seattlecolleges.edu
- Location: RSB-81

For more information visit our website at <https://southseattle.edu/access-services>

STUDENT RESPONSIBILITIES

- Complete an initial Intake with Access Services, provide documentation of disability, and make a request for accommodations.
- At the start of each quarter, complete the Letter of Accommodation Request form so that Access Services can send your Letter to your instructors.
- Discuss your accommodations with your instructors in private.
- Report any concerns regarding your accommodations to Access Services.

ACCESS SERVICES 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 the Letter of Accommodation to faculty at student request.
- Coordinate access to assistive technology and equipment as needed.
- Provide assistance and resources to faculty for student accommodations.

FACULTY RESPONSIBILITIES

- Refer students requesting disability accommodations to Access Services 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 Access Services.
- Provide all classes and course materials in accessible formats.
- Contact Access Services to discuss concerns regarding accessibility and/or accommodations.