

## ACCESS SERVICES

Welcome to South Seattle College. Access Services coordinates services and arranges academic adjustments for qualified students with disabilities at South Seattle College. Access Services provides accommodations to promote 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, 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 on campus, if needed
- Referral to appropriate College programs and community agencies
- Classroom accommodations if indicated

To request services, students complete an intake appointment with Access Services 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 Access Services as early as possible in your educational planning to avoid delays in service.

Contact information to schedule an appointment:

- Telephone: 206-934-5137 (voice)
- TTY text telephone: 711 or 1-800-833-6384 for Washington State relay service
- Email: [access.south@seattlecolleges.edu](mailto:access.south@seattlecolleges.edu)
- Location: RSB12

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

## STUDENT RESPONSIBILITIES

- Complete an intake appointment with Access Services, provide documentation of your disability and make a request for accommodations.
- Request your accommodation form from Access Services at the start of each quarter
- Discuss your accommodations with your instructors in private
- Discuss any concerns regarding your accommodations with 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 accommodation form 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 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 accessible electronic information, online classes and resources
- Contact Access Services to discuss concerns regarding disability related matters