WEBVTT

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Hi there welcome new and returning students to South Seattle College. My name is Beth Nishimura I work with the disability services office here at South along with me is Rose Kolovrat. She is the Director

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In this video I'll be talking about the services that we provide and how you can apply and become eligible

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So our role on campus is to provide reasonable accommodations for students with disabilities. To be eligible, you do have to provide documentation. This is important as myself and Rose, we are not medical providers. So we cannot diagnose students coming through our office.

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Examples of documentation can be an IEP or 504 plan that you received in high school, or it can be a letter from your doctor stating diagnosis and recommendations for accommodations. We also have a form that you can forward to your doctor that will give us the information that's needed

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So to start the process we do ask that you send this information as soon as possible. That way we can get the ball rolling before the quarter begins.

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We do an intake meeting with you to get to know you a little bit better and to talk about what accommodations might be a good fit.

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From there we draft a letter that will show what you're approved for and if it looks good and you approve it. We can forward that to your instructors.

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And the intake is only needed once. You do not need to do it again. We just ask that at the beginning of each quarter you email us and request your letters to be sent to your instructors.

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If at anytime you have questions about accommodations or instructors have questions, please give us a call or contact us as soon as possible.

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Just a note about your information regarding your medical diagnosis.

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Or any information that you send us from your doctor is kept confidential so we do not provide that information to your instructors. It's not included on any of the letters or communications that are sent out to staff or faculty on campus.

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So to contact us our hours are 8:00 to 4:30pm Monday through Friday, we're closed on holidays.

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The best way to contact us is through email, which is listed here as we're working remotely and that's the best way for us to communicate with students. You can also give us a call at the numbers listed here. If you cannot access a computer or an email address.

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If you have any other questions, feel free to give us a call. Thank you so much for watching this video. Have an awesome quarter and take care