



## Accessing Accommodations

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### 1. Get Started at Cuyahoga Valley Career Center

- Applying for admission to Cuyahoga Valley Career Center and applying for services with the Adult Education Office are two different processes.
- Students can register with the Student Support Services Specialist *at any point* while enrolled at Cuyahoga Valley Career center.
- Students should pick up an accommodations packet from the Student Support Services Specialist as soon as they know they will be attending Cuyahoga Valley Career Center. It is also recommended that students attend a preliminary meeting as part of the process of accessing accommodations.

### 2. Submit Documentation

- Students are encouraged to submit documentation to the Student Support Services Specialist prior to the start of courses.
- Complete the Preliminary Accommodation Request Form.
- Submit current documentation of your disability (ies) completed by a qualified professional. Specific guidelines can be found on the Preliminary Request for Accommodations Form.

### 3. Schedule an Accommodation Request meeting

- Once all documentation has been submitted, schedule an accommodation request appointment with the Student Support Services Specialist and/or designee.
- During the intake appointment, you will discuss:
  1. Eligible services based upon documentation and disability-related needs.
  2. How to work with instructors to receive accommodations.
  3. Any other questions/concerns in regards to accessing accommodations.
- You are welcome to bring a support person (parent/guardian, spouse, case manager) to the intake appointment. A FERPA release form will be required to discuss information with anyone other than the student.

### 4. Accommodation Letters are provided to instructors

- Accommodation letters are the formal description of the services and accommodations students will receive through the Student Support Services Specialist.
- Students can choose to hand deliver letters to instructors, or have them emailed, or both.
- Letters can be emailed to instructors at any time upon the student's request.

### 5. Communicate with your instructors

- Take steps to implement accommodations and maintain good communication with instructors.

- Make sure that they understand your accommodations and do not have any questions.
- Ask the Student Support Services Specialist if you would like assistance communicating with your instructors.

#### **6. Contact the Student Support Services Specialist if you have questions**

- Call Erin Farnsworth at 440-746-8337
- Email Erin Farnsworth directly at [efarnsworth@cvccworks.edu](mailto:efarnsworth@cvccworks.edu)
- Stop into the Adult Education Office during office hours (8:00 a.m. – 4:30 p.m.)

**IMPORTANT:** Accommodations are NOT retroactive. This means that services and accommodations apply only from the point at which the student requests the accommodations and communicates the desire to use each of their approved accommodations.

### **What are Accommodations?**

An accommodation is a support that is put in place for a course, program, job, activity, service, or facility that is designed to eliminate or minimize disability-related barriers. There are many ways to accommodate a situation or activity. Accommodations vary based on individual circumstances and disability-related documentation.

In order for an accommodation to be considered, it must not:

- Compromise the essential requirements of a course, program, job, activity, or facility.
- Cause an undue administrative or financial hardship.
- Compromise safety to you or others
- Fundamentally alter a course or program.

### **Roles and Responsibilities in the Accommodation Process**

#### ***Office of Accessibility Responsibilities***

- Review and explain what documentation is needed to determine eligibility for services.
- Determine your eligibility for individualize accommodations based on documentation.
- Discuss with you how your disability may impact you at Cuyahoga Valley Career Center.
- Maintain student files in a confidential manner.
- Send letters to faculty members to detail your accommodations.
- Make a reasonable, good faith effort to provide accommodations, aids, and services for eligible students in a timely manner.

#### ***Student Responsibilities***

- Register with the Student Support Services Specialist by providing the necessary documentation.
- Meet with the Student Support Services Specialist to discuss your unique needs.

- Submit accommodation requests to the Student Support Services Specialist.
- Speak to your instructors about your accommodations and maintain necessary communication with instructors and the Student Support Services Specialist to coordinate services throughout your training at Cuyahoga Valley Career Center.
- Be aware of out-of-class/hands-on learning experiences in your program and communicate with your instructors to determine appropriate accommodations for those experiences.
- Notify the Student Support Services Specialist if additional accommodations should be considered.
- Contact the Student Support Services Specialist and/or your instructors if you have any questions/concerns.

***Faculty Responsibilities***

- Understand accommodations recommended by the Student Support Services Specialist.
- Collaborate with the student and/or the Student Support Services Specialist to coordinate accommodations.
- Contact the Student Support Services Specialist if there are questions/concerns regarding accommodations.