



Accessing Accommodations

1. Get Started at Cuyahoga Valley Career Center

- Applying for admission to Cuyahoga Valley Career Center and applying for services with the Student Support Services Office are two different processes.
- Students should pick up an accommodations packet from the Student Support Services Office (located inside the Adult Education Office).

2. Submit Documentation

- Complete the Preliminary Request for Accommodation Form.
- Submit current documentation of your disability/disabilities completed by a qualified professional.
- Documentation requirements are outlined on the Americans with Disabilities Act information sheet, located in the Student Services Support Office.

3. Schedule an Accommodation Request meeting

- Once all documentation has been submitted, schedule an accommodation request appointment with Claudette Knestrick, Student Support Services. Please email cknestrick@cvccworks or call (440)746-8337.
- 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 Office.
- 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 Claudette Knestrick if you would like assistance communicating with your instructors.

6. Contact the Student Support Office if you have questions

- Claudette Knestrick, 440.746.8337 or cknestrick@cvccworks.edu
- Stop into the CVCC Adult Education Office

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

Office of Student Support Services Responsibilities

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

Student Responsibilities

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

- Submit accommodation requests to the Student Support Services Office.
- Speak to your instructors about your accommodations and maintain necessary communication with instructors and the Student Support Services Office to coordinate services.
- Be aware of out-of-class/hands-on learning experiences and communicate with your instructors to determine appropriate accommodations.
- Notify the Student Support Services Office if additional accommodations should be considered.
- Contact the Student Support Services Office and/or your instructors if you have any questions/concerns.

Faculty Responsibilities

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