

# Procedures for New Students

It is important that new students identify themselves to Disability Support Services as soon as possible to ensure maximum success at Chattahoochee Technical College. All information exchanged is confidential. Students should bring in current documentation that provides an overview of the disability and how accommodations should be delivered. Students who are transitioning from high school should understand that college accommodations differ from high school accommodations.

**NOTE:** The intake, documentation review, and arrangements for accommodations are a lengthy process. We urge students who believe that they may be eligible to contact our office well in advance of their enrollment to apply for services.

## How to receive services:

- Contact DSS Coordinator Caitlin Barton, who serves each campus.
- Gather all necessary documentation (i.e. records from a medical doctor or psychologist documenting your disability with their suggested recommendations; psychoeducational evaluation or psychological evaluation; IEPs are supplemental forms of documentation)
- Set up an appointment for an Intake session; an accommodation plan will be made at this time, along with getting all necessary documents signed
- Checkout any necessary equipment from the DSS Coordinator that you may need for the semester (i.e. SmartPen, recorder, note taking paper, etc.)
- Follow up with DSS Coordinator as needed (each student should check in at least once per semester and should meet with DSS Coordinator at the beginning of each semester)

## Self-referral

A student should request assistance for DSS by scheduling an appointment with a DSS Coordinator so that he/she will have an intake session with disability services. Generally an IEP or 504 Plan is insufficient documentation for establishing a disability. Our local high schools do not send over special education records unless the student requests them. Students can download our Disability Services Packet which will be required for anyone requesting our services.



## Campus Locations

**Appalachian Campus**  
100 Campus Drive  
Jasper, Georgia 30143

**North Metro Campus**  
5198 Ross Road  
Acworth, Georgia 30102

**Austell Campus**  
1578 Veterans Memorial Hwy.  
Austell, Georgia 30168

**Paulding Campus**  
400 Nathan Dean Boulevard  
Dallas, Georgia 30132

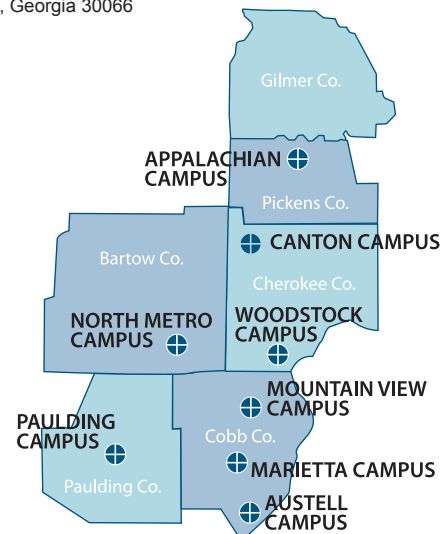
**Canton Campus**  
1645 Bluffs Parkway  
Canton, Georgia 30114

**Woodstock Campus**  
8371 Main Street  
Woodstock, Georgia 30188

**Marietta Campus**  
980 South Cobb Drive  
Marietta, Georgia 30060

770-528-4545

**Mountain View Campus**  
2680 Gordy Parkway  
Marietta, Georgia 30066



# DISABILITY SUPPORT SERVICES



ChattahoocheeTech.edu



# Disability Support Services (DSS)

## Disability Support Services (DSS)

**Disability Support Services (DSS) are available for those students who have a disability as defined by Section 504 or the Civil Rights Act of 1974 and the Americans with Disabilities and its amendments. DSS provides students who have a documented disability with accommodations, academic adjustments and/or auxiliary aids to allow them to be successful students at CTC.**

**The mission of (DSS) is to ensure that students with disabilities have equal access to all College programs and activities. We provide students the opportunity to reach their full potential by:**

- Coordinating academic accommodations and support services
- Promoting independence and self-advocacy
- Providing information and referral to appropriate resources

**We help to foster a supportive and inclusive educational environment by:**

- Building and maintaining partnerships with faculty and staff
- Promoting disability awareness among all members of the college community
- Providing guidance regarding college policies and procedures to ensure the full participation for persons with disabilities in all aspects of campus life

**This office is responsible for ADA compliance. A person with a disability is any person who:**

- Has a physical or mental impairment that substantially limits one of more major life activities including walking, talking, seeing, hearing, breathing, learning, and working.
- Has a record of such impairment.
- Is regarded as having such impairment.

**Support services and accommodations may include, but are not limited to:**

- Special placement test administration
- Textbooks in alternate format
- Testing modifications to include extra time, quiet testing environment and readers/scribes
- Accommodation Letter to instructors
- Note takers
- Assistive technology to include Dragon, Zoom text, reading software, Smartpen, FM listening systems, OVAC magnifiers
- Tape recorder/permission to tape record a class
- Interpreter as well as remote and in-class captioning services
- Information and referral to campus and community support services as well as information on community resources
- Access to limited one-on-one tutoring in basic academic skills in addition to Success Center
- Preferential seating
- Faculty and staff consultation
- Counseling services
- Workshops and materials on effective study and test-taking skills
- Classroom accessibility
- Enlarged print and copy services

**Caitlin Barton  
Disability Services Coordinator**

**(770) 975-4099**

**North Metro Campus  
Office A1320  
5198 Ross Road  
Acworth, GA 30102**

**Caitlin.Barton@ChattahoocheeTech.edu**

## Student Responsibility

Assistance is available for students with temporary or permanent physical or mental impairments. The person must meet the academic and technical standards required for admission or participation in a program of study with or without reasonable accommodations.

Some examples of disabilities:

- Deaf and hard of hearing
- Blind or Visual Impairments
- Mobility Impairment
- Learning Disability
- Attention Deficit Disorder (ADD)/ Attention-Deficit/Hyperactivity Disorder (ADHD)
- Psychological Disorder
- Acquired Brain Injuries
- Other Health Impaired

Students desiring accommodations must:

- Meet the college's qualifications and essential technical, academic, and institutional standards and codes of conduct.
- Meet all the admission requirements for CTC.
- Meet all requirements to be admitted to the chosen program of study.
- Self-identify at Disability Support Services (DSS).
- Participate in an intake interview with the DSS coordinator to determine suitable accommodation.
- Provide the DSS Coordinator with appropriate documentation of the disability that supports accommodation requests from an appropriate source that verifies the nature of the disability, functional limitations and the need for specific accommodations.
- Request accommodations, adjustments, and modifications through DSS.
- Identify themselves to instructors in a timely manner as a student with a disability when seeking accommodation.
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids.
- Use accommodations appropriately.

Students should be aware that accommodations only change the way in which materials are presented but not modify the standards set forth by Chattahoochee Tech and TCSG.