

## Counseling

College can be challenging for any student, but disabled students often encounter additional struggles. To support disabled students on their journey through college, the Disabilities Coordinator is available for one-on-one sessions to work with disabled students on fostering a realistic career plan, developing disability related coping strategies and establishing a study schedule to keep students on track during the semester.

## More Information

Additional information is available at [www.mitchellcc.edu](http://www.mitchellcc.edu). At the Disability Services web site you will find the documentation guidelines mentioned previously as well as material that explains the transition from high school to college for students with disabilities.

## Contact

The Disabilities Coordinator is located in the Main Building, office 103B. Office hours are Tuesday through Friday from 8:30 a.m. to 5:00 p.m. and Monday from 12:00 p.m. to 8:00 p.m. The coordinator can meet with students at the Mooresville Center by appointment. Telephone—704.878.3364; Fax—704.878.0872



[www.mitchellcc.edu](http://www.mitchellcc.edu)  
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## About

The Disability Services Office strives to provide the highest quality service to each student with a disability through appropriate modification of college policies, practices and procedures. It is the mission of the office to ensure that every student with a disability has an equal chance to benefit from college programs. Furthermore, the office emphasizes personal independence and responsibility, on the part of the student, in the provision of their services.

## Requesting Services for Students with Disabilities

Students who wish to request accommodations to courses, or in other College programs services or activities, should provide appropriate documentation of their disability to the Coordinator of Disability Services. After documentation is received, the Coordinator will evaluate the documentation and carefully consider the requested accommodation. If the accommodation is justified by the documentation—and if it is reasonable for the College to provide—the Coordinator will work with the student and appropriate College personnel to facilitate the accommodation. Students must submit appropriate documentation and request accommodations as early as possible.

All documentation provided to the Disabilities Coordinator pertaining to a student's disability will be kept confidential. If sharing disability related information with other College staff is needed to facilitate an accommodation the student will be informed prior to any information being released. Additionally, the student will be asked to sign a information release form stating they understand what information will be shared with others.

Services to students with disabilities may vary depending on the type and nature of the disability. Possible services may include, but are not limited to, extended testing time, assistance in coordinating note taking for classes and assistance in obtaining text books in electronic format. Additionally, for students with physical disabilities

we will relocate classes or activities to accessible locations as needed.

Prospective students who are planning to enter Mitchell Community College should contact the Coordinator of Disability Services and provide the documentation of his/her disability immediately after acceptance into MCC so that any accommodations or special arrangements can be made in the most efficient manner possible. Contacting the Disability Services Office after acceptance also affords the student the opportunity to meet with the Coordinator before classes begin to learn more about possible services, and other campus resources.

## Documentation

Documentation must be from a professional with appropriate credentials to diagnose and treat the stated impairment. Documentation guidelines for physical, psychological and learning disabilities are available from the Disabilities Coordinator or from the Disability Services Office webpage (see the "More Information" section of this brochure for the web address).

## In-Class Accommodations

The most frequently requested accommodations are those that relate to classroom activities. Academic accommodations may include such services as note taking, priority seating and extended testing time. To receive academic accommodations the student must request them through the Disability Services Office as early in the semester as possible. Academic accommodations must be requested through the Disability Services Office each semester that the student wished to receive services.

No academic accommodations can be applied retroactively. For example, if a student with a learning disability does not request services and subsequently does poorly on a test, that test score will stand because accommodations were not requested in advance.

## Other Aids and Services

In addition to the classroom services mentioned previously, disabled students may be able to utilize the

following aids and services depending upon their individual disabilities.

- **Interpreter Services for the Deaf**—Locating an American Sign Language interpreter can take up to two weeks. If you need this accommodation please give as much advance notice as possible, preferably at least two weeks prior to the beginning of class
- **Textbooks in electronic format**—When available. For students who are Blind, visually impaired or have a documented physical or learning disability that would necessitate this service.
- **Reader Services**—Available for students who are blind or visually impaired. If a student needs a reader, he/she must register with the coordinator as soon as possible, preferably at least two weeks prior to the beginning of class.
- **Assistive Technology**—Currently, the following assistive technology is available.
  - **Text Magnifying Closed Circuit Television**—For use in disability services only.
  - **JAWS**—PC screen reading software. Available for use in the Disability Services Office and computer labs.
  - **Dragon Dictate**—Speech input software. Available for use in disability services office. Not for use on in-class assignments where the objective is to measure writing skills and/or typing skills.
  - **ZoomText**—PC magnification software. ZoomText is available in the Disability Services Office and in computer labs.
- **Tutoring**—The Disability Services Office refers students in need of tutoring to the MIND Center. The MIND Center is located in the Huskins Library and can be reached by calling 704.878.3116.

## Transitioning from High School to College

There are many differences between how High Schools and Colleges provide services for students with disabilities. The Disabilities Coordinator can provide a high school to college transition guide upon request, or the guide can be viewed on the Disability Services Office webpage (see the "More Information" section of this brochure for the web address).