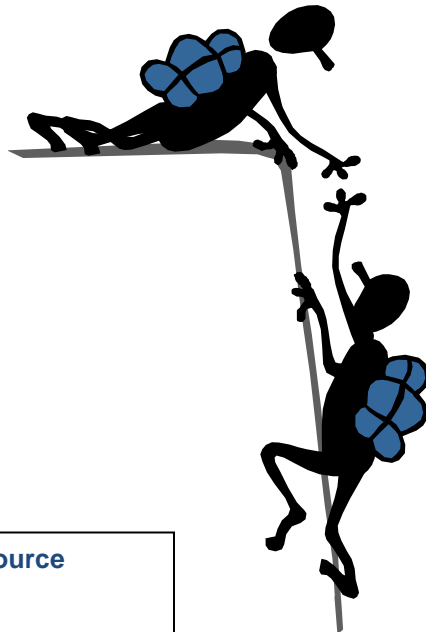




BMCC DISABILITY SERVICES: Access to Success



**Student Health and Wellness Resource
Center**

Disability Services

Blue Mountain Community College

PO Box 100

Pendleton, OR 97801

541-278-5965

Oregon Relay (711)

disabilityservices@bluecc.edu

TABLE OF CONTENTS

Table of Contents	2
Preface	3
Beginning Thoughts	4
Admission/Registration Procedures.....	5
Registering for Disability Services	6
General Policy for Continuance of Services	6
Your Civil Rights.....	7
Be Your Own Advocate.....	10
Your Responsibilities.....	11
Selected Accommodations.....	12
Other College Services	14
Getting from Here to there	15
Parking	16
A Final Word	16
Filing a Complaint	17

PREFACE

Along with other colleges and universities across the country, Blue Mountain Community College is enrolling increasing numbers of students who have disabilities. Awareness of students' needs and goals create an atmosphere in which learning and growth can occur.

BMCC is committed to making physical facilities and instructional programs accessible to students with disabilities. To this end, the BMCC Student Health & Wellness Resource Coordinator is tasked with assuring that these are provided at all of BMCC's branches in Hermiston, Milton-Freewater, Boardman, and Baker City as well as the BMCC offices located in John Day.

This booklet combines materials from many sources to assist students with disabilities in gaining equal access to the educational process so that they might secure the best learning environment possible while at BMCC. It provides answers to anticipated questions about services, assistive technology and other resources designed to accommodate students with disabling characteristics.

It is the policy of the Blue Mountain Community College Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the BMCC Title IX Coordinators Room M-150 or Room M-217 Morrow Hall, Blue Mountain Community College, 2411 NW Carden, Pendleton, OR 97801, Phone: 541-278-5796 or 541-278-5850. Email: ddrebin@bluecc.edu or tparker@bluecc.edu. For hearing impaired assistance please call Oregon Relay at 7-1-1.

Beginning Thoughts

When you begin to go to college you are transitioning.....

- from High School
- from Life at Home
- from Life with a Worksite

This transition is often a difficult one. Disability Services is here to help smooth this transition by looking at your individual needs.

People take college classes for many reasons:

- to get a degree to transfer to a 4-year college or university
- to get a degree or certificate to obtain immediate employment or improve work skills for better employment
- to improve basic reading writing and math skills
- to work toward and/or obtain a GED or Adult High School Diploma
- for fun

Why you want to go to college will determine how much time and effort you **want to** put into your classes.

Your disability will determine how much time and effort you **need to** put into your classes.

BMCC has a responsibility under Section 504 and the ADA of 1990 to ensure that no student with a disability who meets the academic and technical standards for admission to or participation in its programs is excluded from such participation.



ADMISSION/REGISTRATION PROCEDURES

If you are seeking a degree or certificate from BMCC, you are considered to be a "matriculated" student and you must complete the admission procedures outlined in the college catalog on the BMCC website. Part of the admission process is that you will be assigned an advisor. Your advisor will help you plan your course schedule for the term in which you are enrolling. The Student Success Center hours are posted on BMCC's web site.

Whether you are at the Pendleton campus or at one of our BMCC Centers, if you need help during the admission process with assistive technology, please contact Disability Services at 541-278-5965. General hours of operation are Mondays through Fridays from 8:00 am to 5:00 pm. If you have concerns about accommodations for your disability before the registration process, by all means, call before the term begins to assure that necessary services will be provided for you.



REGISTERING FOR DISABILITY SERVICES

To register for services with Disability Services, bring your documentation of disability and leave it with the Health & Wellness Resource Coordinator in Morrow Hall. If you are located at Hermiston, Milton-Freewater, Boardman or Baker, you may intercampus mail your documentation by leaving your documents at any branch. If you have no documentation of disability or have not been diagnosed with a disability, be prepared to be referred (at your cost) to an outside diagnostician.

In order to receive services, your documentation must be approved by the Health & Wellness Resource Center Coordinator. The HWRC Coordinator will determine the accommodations on a case-by-case basis as indicated by the documentation.

Other forms you will be requested to sign are: *Consent to Share Information*, and *Request for Accommodations*. These forms can be accessed through the Disability Services link on the BMCC website. Letters of Introduction will be sent to your instructors during the first week of the term or immediately after services have been agreed upon and approved.

GENERAL POLICY FOR CONTINUANCE OF SERVICES

BMCC will provide accommodations to students with disabilities on a continuing basis as long as the student is enrolled as a BMCC student and maintains a 2.00 grade point average. This policy is consistent with academic standards for the college and for other federal programs such as financial aid.

The student must register every quarter with Disability Services to continue services. After the initial paperwork, this can be done informally through a phone call or an e-mail message requesting that services be continued. At that time a review of documentation and accommodations will be done to make sure that they are current.



YOUR CIVIL RIGHTS

As a student with a disability, you have certain rights that are guaranteed to you by law. These laws are:

- Title II of The Americans with Disabilities Act
- Subpart E of Section 504 of the Rehabilitation ACT of 1973
- The Civil Rights Acts of 1964 and 1991

They:

- Guarantee that you will not be excluded from any class or program offered by the college solely on the basis of your disability.
- Guarantee that you have the right to have access to all information which is presented in class.
- Prohibit discrimination against students during recruitment, admission and/or treatment after admission based on disability.
- Ensure that qualified persons with disabilities are not effectively excluded from academic and technical programs by the absence of auxiliary aids.

Auxiliary aids and other forms of equal access may be: reassignment of classes to a more accessible space, specialized software, use of note takers, alternate style of tests or assignments, etc.



Section 504 of the Rehabilitation Act of 1973

Definitions

What does otherwise qualified mean?

Students with disabilities who meet the academic and technical standards for admission or participation in Blue Mountain Community College's educational programs or activities are considered to be otherwise-qualified.

Disabling condition

A person with a disability is one whose disabling condition, physical or mental, substantially limits one or more major life activities, such as walking, seeing, speaking, breathing (unassisted), learning, performing (manual tasks), caring for one's self or working.

The Laws

Section 504 of the Rehabilitation ACT of 1973 states that "no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance".

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination based on disability in public entities with respect to public educational entities and public libraries.

Subpart E of Section 504 (34 CFR 104) and Title II of the Americans with Disabilities Act (ADA) (28 CFR 35) as applied to colleges is enforced by the Office of Civil Rights (OCR). Non-compliance with Section 504 or the American Disabilities Act of 1990 (ADA) may result in suspension or termination of or refusal to grant or to continue federal financial assistance to the institution.

It is important to point out that federal law requires Blue Mountain Community College to operate each program so that, "when viewed in its entirety", such program is readily accessible. This means that actions taken by BMCC for modification or accommodation which require significant difficulty or expense is considered to cause undue hardship and is unreasonable to expect.

Blue Mountain Community College complies with the ADA and Section 504 by:

1. Establishing no limitations on the number of students with disabilities admitted to the college.
2. Using no test or admission criteria that have a disproportionately adverse effect on persons with disabilities.
3. Making no preadmission inquiries regarding disability, and inquiring after admission on a confidential basis for the sole purpose of making accommodations.
4. Ensuring that treatment of students is free from discrimination in programs of occupational training, counseling, tutoring, academic advising, financial aid, physical education, recreation and other extracurricular activities.
5. Making certain that no student with disabilities is excluded from any course or course of study solely on the basis of the disabling characteristic.
6. Making reasonable accommodations to academic requirements.
7. Refraining from imposing any rules that have the effect of limiting the participation of persons with disabilities.
8. Providing methods for evaluating the achievement of students with disabilities that will ensure that the results of the evaluation represents the student's achievement in the course, rather than reflecting that the student has an impairment (sensory, manual, speaking, or learning style).
9. Ensuring that its educational programs and activities are free from discrimination by providing certain auxiliary aids, such as note-takers, readers, computer access, etc.
10. Making buildings as barrier free as possible.



BE YOUR OWN ADVOCATE

YOUR RIGHTS AS A STUDENT WITH A DISABILITY

Access - The College will make every reasonable effort to provide you with access to college classes, programs, activities, services, and facilities in order to facilitate your learning and to accommodate your disability.

Integrated settings - You have a right to associate with students who do not have disabilities and to request a reasonable accommodation to facilitate your participation in classes and campus activities.

Safety requirements based on actual risk, not speculation or stereotype -You have a right to participate in campus activities, class demonstrations or laboratory experiments to the extent that your disability does not pose a risk to you or to other students.

Academic adjustments -You have the right to request academic adjustments to facilitate your participation in coursework and campus activities.

Modification in policies unless they fundamentally alter the nature of services or activities - You have the right to request changes in class or campus policies to facilitate your participation in class and campus activities. Requests will be evaluated in terms of how they might affect course standards.

Protections against discrimination and harassment - You have the right to participate in classes and campus activities without being harassed or discriminated against. If you feel that you are the target of discriminatory treatment, you can file a complaint. Please request an **ADA Complaint Form** in the Student Services Department.



YOUR RESPONSIBILITIES AS A STUDENT WITH A DISABILITY:

Of course, students with disabilities are expected to exercise reasonable self help in obtaining and maintaining the special services they require, and to follow the procedures of those special services being provided. To keep the lines of communication open:

- Register with Disability Services every quarter
- Report your need for reasonable academic adjustments in a timely manner.
- Report your need for reasonable facilities accommodations and access in a timely manner.

Provide documentation of your disability. Students are expected to provide documentation of their disability in order to receive special services. If your documentation is more than three years old, you may be required to provide a current verification of disability.

MEETING WITH YOUR INSTRUCTORS

It is always a good idea to meet with your advisor and instructors before the start of a term so you can discuss any area where you perceive you might need accommodations. Although your accommodations are determined by the Student Health & Wellness Resource Coordinator, it is wise to introduce yourself early in the term and let instructors know you will be in class and that alternative ways to meet requirements and/or specialized equipment will be necessary.

Instructors will be notified by e-mail (at your request) about your accommodations and are willing to assist students with adaptations to class assignments, tests, seating arrangements in class, acquiring a note taker, and other changes which will make the class accessible to a student with a disability. In addition, the HWRC Coordinator is available to confer with the instructor regarding any accommodations and/or adjustments which need to be made for a student.

SELECTED ACCOMMODATIONS

Extended Time for Testing

Students granted either 1 ½ or 2 times the allotted testing time may use the designated testing center at their BMCC location or make arrangements with the instructor to be allowed extended time in the classroom. If you choose to use the Testing Center, it is your responsibility to notify them ahead of time and to let your instructor know they need to send the test to the appropriate Testing Center. If you are taking an online course, notice of your accommodation will be sent to our E-learning Coordinator, who will set the timer with extended time for any online tests.

Private Space for Testing

Each BMCC location has a designated private testing area that you may use for this accommodation. You need to contact the Testing Center at your location to schedule the room at least two days before your test. You will also need to let your instructor know that they need to send your test to the Testing Center.

Extended Time for Assignments

Extended time to complete assignments is *only* accommodated as a result of absence due to disability. In order to maintain continuity of the course material and assurance of completing the assignments by the end of the term, all other work must be turned in according to the course syllabus.

- Extended time for assignments must be arranged in advance with each instructor as soon as you are aware of your need to miss class.
- Student and instructor will develop reasonable and agreed-upon extension/deadlines for each assignment and/or project.
- The Student Health & Wellness Resource Coordinator is available for consultation and support to student and faculty in the process if needed.

Note Takers

Some students, because of a disabling condition, cannot physically take notes for themselves, or because of a learning disability cannot listen and simultaneously take notes.

When you feel that such assistance is needed, it is important to first determine whether grades will be based on material presented in lecture and, if so, to what degree. This will vary from class to class. Sometimes notes do not need to be taken at all. Most classes, probably the majority, will grade by testing materials read and presented in lecture or discussion form; notes will be extremely helpful for this latter type of class. If notes are required for a given class, ask if the instructor would allow you to copy his/her personal notes or lecture outlines. Some instructors are willing to do this. Disability Services will allow these notes to be copied.

If you need to find a student note taker, ask if the instructor will assist you in locating a classmate who takes good notes to share notes with you. Disability Services will provide you with a keycard to photocopy your note taker's notes.

Students using note takers have responsibilities, too. They need to request note taking assistance as early in the term as possible, communicate with the instructor for help in locating a good note taker, attend each class, read and review the notes regularly and carefully, give the note taker helpful feedback and rework or add to the notes, writing things that will help understanding and remembering.

Sometimes taping the lecture during class time is useful for many students. To do that, you will need to notify the instructor that you will be taping the class lectures.



Specialized Software, Hardware and other Equipment

The college cannot provide any personal equipment. Students with disabilities are expected to have their own wheelchairs, hearing aids, and other personal adaptive equipment. BMCC does have some adaptive equipment available for student use on campus. These include “high tech “computers” and “low tech” hand held devices.



Specialized software and hardware are located in the Student Success Center for study and practice purposes. There is at least one computer in every lab and at each BMCC branch with the exact same specialized software. These computers include voice dictation software (Dragon Naturally Speaking), screen magnification (ZoomText), and a scanning reading system (Kurzweil 3000). In addition, tape players, CD players, FM loop transmitter/receiver systems, and talking calculators can also be found there. Additionally, there is a CCTV scanner and magnifier for visual assistance with an adjustable table in the Student Success Center

Electronic and Audio Textbooks

Some students with disabilities qualify for electronic or audio text books or taped lectures as an accommodation. Many textbooks are available on tape for blind, physically disabled and learning disabled students who are clients of the Oregon State Library for the Blind in Salem and Recording for the Blind located in Princeton, New Jersey. Books on tape are ordered and maintained by the HWRC office in Pendleton. For students at the branches, books on tape/CD will be sent intercampus mail upon request.



Although BMCC maintains an institutional membership, there are applications for these services for individuals online. Students with learning disabilities are required to offer written verification of their disability such as a letter from a physician or test results from high school or other testing services. Such verification must be no older than three years.

Although the college has a primary responsibility for making available such aids as electronic and audio texts, it must be emphasized that institutional responsibility for producing taped (or electronic) materials is not primary unless all existing sources have been exhausted. It is important for students who need materials transcribed to be fully involved and responsible for obtaining the necessary services on their own whenever possible, and it is necessary to request alternative formatting of textbooks well in advance of the beginning of each quarter.

OTHER COLLEGE SERVICES

Tutoring

Although not an accommodation, students at any BMCC location may receive tutorial assistance at no cost. Contact or visit the Tutoring Program Coordinator, in the Student Success Center. Students with disabilities might receive tutoring, assistance with reading/scribing, and/or assistance in the library through the tutoring program by making arrangements in advance. It is important to remember that it may take several days to provide unusual requests.

Library Information

It is important that every BMCC student is familiar with the library, its location and its services. For students at the BMCC branches, the library can be accessed online. Upon request, the library staff will assist students with the retrieval of books and resources. It is important to remember that the library staff members are there to assist all library patrons. They are not available to provide extended periods of their time to help

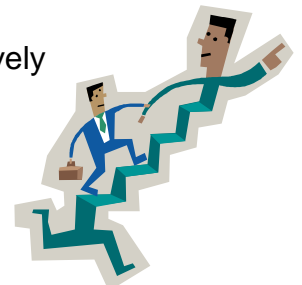
students with disabilities. If the assistance you require would take more than the average student's request (15 minutes or so), you should arrange to take your own assistant or tutor with you to the library, or make an appointment with the library staff for more personal attention that is convenient for you both. Friends or classmates who are familiar with the library and its systems can also help. If you need special assistance that will take considerable time, it must be arranged in advance, so planning ahead is essential.



GETTING FROM HERE TO THERE

Blue Mountain Community College has been evaluated by a specialist in physical accessibility for colleges to review the topography and the design of the campus. Virtually all of the Pendleton campus meets the minimum accessibility requirements for students with mobility impairment and for those in wheelchairs. All of the branches have been similarly designed to meet the ADA codes and are reviewed annually to make sure that they maintain the codes. BMCC-Pendleton is located upon a hill, and although most existing physical barriers have been eliminated, there are challenges to moving about campus, particularly during inclement weather.

Hermiston, Milton-Freewater, Boardman, and Baker centers are all relatively flat, easy access branches. It is important to note that Section 504 does not provide that students shall receive personal assistance in getting to class. It is your responsibility to make it to the campus or branch and to go between classrooms.



Students, faculty and staff at BMCC are friendly and willing to provide assistance or information whenever asked. If you need physical assistance on a regular basis, instructors are usually able to find someone in class who is going your way and would be glad to help. All you need to do is ask!!

PARKING

Students with both temporary and permanent mobility limitations are eligible for disabled parking permits. These permits are issued by the State of Oregon Motor Vehicles Division. In order to receive either a temporary or permanent disabled parking permit, you will need to secure a physician's signature to document your disability on the parking permit application. There are parking areas reserved for students needing special parking at various places around the Pendleton campus and other branches. If you regularly experience difficulty locating a parking place or have a unique concern, contact the office for Disability Services. BMCC does not provide transportation to and from campus for students with disabilities.

A FINAL WORD

It is important to note that needs of students with disabilities might vary from quarter to quarter, and that it is not possible to list every service which a student might receive. Students should work closely with Disability Services and their instructors so that the disabilities do not interfere with their educational goals. Our goal is to give every student with a disability equal access to classes at BMCC. The rest is up to you!!!



FILING A COMPLAINT

It is important for you to know that there are nondiscrimination laws to protect your rights in the postsecondary school setting. They are not intended to be an affirmative action issue or to provide students with disabilities with special treatment or advantages which other students do not receive. A brief description of the federal statutes is provided below.

Federal Statute Section 504 subpart E of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990 prohibit discrimination against qualified persons with disabilities in recruitment, admission, and treatment after admission. Colleges and universities are required to make federally assisted-programs accessible to students with disabilities and to insure that qualified persons are not effectively excluded from such programs by the absence of auxiliary aids. The regulation requires institutions to make such modifications to academic requirements as are necessary to insure that those requirements do not discriminate against individuals with disabilities. The intent is to equalize the qualified students' with disabilities chances of obtaining the same academic success as a student with no disability.

Students with Disabilities, who have a grievance (complaint) with a staff or faculty member or with a BMCC policy, should consider the following process to gain a resolution of their grievance.

1. If you believe that you have experienced discrimination because of your disability in any class or because of any procedure of the college, you should bring this alleged discrimination to the attention of the instructor or the individual involved.

Disability Services is prepared to provide assistance by consulting either by telephone or in person and by acting as liaison between students and other campus individuals.

A Student Success Coach or the HWRC Coordinator can aid the student in identifying the most appropriate office or individual to resolve the problem and can provide telephone numbers or contact names. This process usually results in a mutually satisfactory resolution and is often the quickest and most direct route to a solution.

2. If resolution cannot be reached informally, a formal complaint process will be provided in order to assure impartial and equitable resolution for those conflicts. Any individual that feels they have been treated unfairly will have the ability to present their concerns and has the right to be heard fairly and promptly.

This complaint process may not be invoked for matters that have independent appeal processes established. Examples of these include, but are not limited to academic standing appeals, student conduct decisions, FERPA regulations, financial aid awarding and decisions, grades, Title IX regulations, discrimination and harassment policies/procedures, and safety related activity.

Matters which are *not* grievable through the informal or formal complaint process include the following:

1. Federal and State laws
2. Employment and personnel decisions
3. Policies of the Board of Education
4. Rules and procedures adopted by the department of Community Colleges and Workforce Development
5. Procedures for filing a formal complaint: (After efforts to resolve informally have been exhausted.)

Complaints should be filed as soon as possible or no more than 90 days after the incident occurs. Confirmation that a complaint has been received and is being considered will take place within five regular business days by an appointed College designee via the complainant's preferred contact information. Documentation of all formal complaints will be maintained by the Office of Student Affairs. Please see the BMCC website for further information <http://www.bluecc.edu/support-services/information/student-complaint-process>.

3. If these attempts fail to result in resolution, Disability Services will furnish additional information for seeking off-campus solutions.

Student Health and Wellness Resource Center
Phone 541-276-5965
disabilityservices@bluecc.edu

