



**North Idaho College**

# Center for Educational Access



*Diversity through access*

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**[www.nic.edu/dss/](http://www.nic.edu/dss/)**

**Services for disabled students**

**Lewis-Clark**  
**S T A T E**  
**C O L L E G E**

# Welcome to the Center for Educational Access

We hope that your time at NIC is positive and successful! Students who have disabilities deal with issues other students don't have to, so we encourage you to be a self-advocate. Seek out the resources you need beginning with the Center for Educational Access (CEA).

Hopefully, this guide will answer some of your questions about getting accommodations for your disability, but please don't hesitate to call or make an appointment to meet with us if you have questions.

## **This handbook will cover the following frequently asked questions**

- How do I qualify for disability-related accommodations?
- How do I request accommodations?
- What are my rights and responsibilities?
- What about confidentiality?
- What kind of resources are available?
- What if I need tutoring?
- What is the law pertaining to educational access?
- What if I'm not satisfied with the services?

## ***How do I qualify for disability-related accommodations?***

By having a diagnosis of any physical, mental, or emotional disorder which:

- Is of a chronic nature (longer than six months).
- Interferes with learning, such as not being able to get all the information from class due to problems such as reading, concentration, attention, seeing, hearing, writing, or attendance and requiring accommodations such as lecture capture, portable CCTV, audioformats, notes, Interpreting or C-print, or FM systems, special seating, etc.
- Interferes with your ability to demonstrate that you know the material without measuring your disability and requires accommodation such as a longer time to finish tests, a quiet place to take tests, auditory or oral testing, enlarged print or Braille, or an interpreter to clarify questions regarding the test, etc.
- Creates physical problems that require accommodations such as door openers, special furniture, wheelchair space in classrooms, or physical access, etc.

## ***How do I request accommodations?***

New Students

1. Apply for admission to NIC.
2. Complete the assessment test and attend OARS. If you would like accommodations for these activities please contact the Center for Educational Access by calling (208) 665-4520.
3. Register for classes (this is done at your OARS session).

## New and Continuing Students at NIC

1. Once you have your class schedule, review the CEA webpage by going to *www.nic.edu/dss*. Submit documentation according to the CEA guidelines on the webpage. (If after having made attempts to obtain documentation you are unable to do so because your professional has not been responsive or you are uncertain how to approach them, contact CEA at 665-4520 for assistance.)
2. At the time that you submit documentation to CEA by fax at (208) 676-7202, by calling (208) 665-4520, or in person at Seiter Hall Room 100, an appointment will be made for you to request accommodations.

### **What are my rights?**

If you have a documented disability and are found to be eligible for services at NIC, you have a right to request accommodations so that you may have full access to classroom/course content/information and the opportunity to demonstrate what you know by mitigating the effects of your disability during a testing situation.

### **What are my responsibilities?**

1. Submit documentation to CEA.
2. Request accommodations in person every semester in a timely manner.
3. Identify the type of accommodations you need including the use of technology and equipment.
4. Meet all competencies of the course without modification.
5. Report ineffective accommodations to CEA promptly.

### **Competencies**

All students are **required to demonstrate** the same knowledge and **competencies as other students**. However, various learning strategies, testing formats, and educational modalities and materials may be considered in this process.

### **Documentation**

**Documentation of your disability must be on file** in the Center for Educational Access before you can receive accommodations through CEA. Documentation must be obtained through a qualified professional. For example, if you have a learning disability, you must have testing done by a psychologist or licensed learning disability specialist. If you have a medical or physical disability you must have documentation from a medical doctor. If you have a mental/emotional disorder, you must have documentation from a psychiatrist, psychologist, or qualifying counselor. Documentation provides verification of a *disability* and how the disorder affects you, and ultimately, the learning process. If you do not have documentation, CEA will assist you through a referral process to appropriate agencies to obtain needed documentation. Students who have obvious disabilities are not required to present

documentation, but supportive documentation may be important. You may request *A Guide to Disability Documentation* in CEA or you can find it on the CEA webpage at [www.nic.edu/dss](http://www.nic.edu/dss).

## **What kind of resources are available?**

### **Assistive Technology**

*(Training in the use of assistive technology may be available through CEA)*

- **Zoom Text:** This is a software program which allows information on a computer screen to be magnified to various levels and accommodate a visually impaired student by enabling them to see small print.
- **Kurzweil:** This is a software program which offers a screen reader, an expanded spellcheck and thesaurus, and synonym identification and definition for students who have learning disabilities. Fonts can be changed and students can also use highlighters to follow words as they read. The software has a solid history of increasing student success and independence in elementary through college level students.
- **CCTV:** This is a magnification system for students who are visually impaired that will allow them to read printed material while studying in the classroom or during tests. One is located in the library, one at the Center for Educational Access, and one is portable and may be taken to the classroom to enable the student to see the blackboard and/or assist the student in a lab situation. There is also one located in the Testing Center.
- **Dragon Naturally Speaking:** This is voice-recognition software that allows students who have limited use of their hands or arms to talk into the computer while the computer types what they are saying.
- **FM systems:** This is an amplification system for students who are hard of hearing.
- **Digital recorders:** This recorder has a lapel mic that can be clipped to the instructor's lapel to ensure a good recording of the lecture. The recording can then be downloaded into a computer.

The above information is not necessarily all that is available for student use. All equipment and software programs can be found in various locations across campus for student use. Contact CEA for more information at (208) 676-7200.

### **Audiobooks and Material**

CEA will provide audio books and material to eligible students as an accommodation. CEA is not responsible for poor academic achievement because of late requests or provision of necessary books and materials to CEA which is the responsibility of the student.

Requests for and pick up of the audio material from CEA prior to the beginning of the course or as soon as possible. CEA is not responsible for poor academic achievement because of late requests.

## **Campus events**

NIC will provide interpreters, closed or real time captioning, alternative formats, or provision of other accommodations necessary to make events on campus accessible to students or community members. Requests should be made in the CEA office in a timely manner.

## **What if I need tutoring?**

All students are eligible for peer tutoring from the College Skills Center.

Go to the front desk of the CSC. Someone will walk you through the process of finding a tutor. In the event that you are unable to find an appropriate tutor through this process, let the College Skills Center know of your continuing need for a tutor in a specific class. All students may also apply for Student Support Services (SSS), a TRIO (grant-funded) program located in the College Skills Center. They offer advising, tutoring, mentoring, financial aid information, and more. SSS currently serves approximately 160 students each year. Call the Administrative Assistant at (208) 769-5979 or email at [trio\\_sss@nic.edu](mailto:trio_sss@nic.edu). In addition, you may visit the Writing Center or Math/Science Table. See the NIC website for more information about these resources.

## **What if I don't want everyone to know about my disability?**

The nature of the disability will remain confidential to instructors and students. That a student has a disability, and has been to CEA to request accommodations, is apparent when an accommodation request letter (LOA) is sent to the instructor. All files are kept under lock and key in CEA and records are never mixed with general student information. The student will be asked to sign an authorization for sharing to provide permission to release information to clarify the limitations of confidentiality in certain circumstances at the time that the student requests accommodation.

## ***"I know there's a law that says I can have accommodations. What is it?"***

Section 504 of the 1973 Rehabilitation Act (29 U.S.C. 793)

Sec. 504: Nondiscrimination under federal grants and programs states:

- a. "No otherwise qualified individual with a disability in the United States, as defined in section 7(8), shall, solely by reason of her or his disability, 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 or under any program or activity conducted by any Executive agency or by the United States Postal Service. The head of each such agency shall promulgate such regulations as may be necessary to carry out the amendments to this section made by the Rehabilitation, Comprehensive Services, and Developmental Disabilities Act of 1978..."

*This law pertains to (2)(A) a college, university, or other post secondary institution, or a public system of higher education.*

Section 508(a)(1)(a)(ii) states:

“electronic and information technology be available to individuals with disabilities... access to and use of information and data that is comparable to the access to and use of the information and data by such members of the public who are not individuals with disabilities.”

## **Americans with Disability Act (ADA) 1990**

The ADA definition of a “disability” is

- a “major physical” or “mental impairment” that “substantially limits” a “major life activity,” or;
- a “record” of an impairment, such as educational, medical, or employment records, or;
- being “regarded” as having such an impairment.

### ***What does “substantially limits a major life activity” mean?***

- “substantially limits” is defined as being unable to perform a “major life activity” as an average person would.
- “major life activities” may include breathing, walking, sitting, standing, lifting, reaching, performing manual tasks, caring for oneself, learning, working, etc.

### ***Who is a “qualified individual”?***

He/she must be qualified to perform the “essential functions” of the course with or without “reasonable accommodation.”

- A “qualified individual with a disability” must satisfy the requirements.
- A “qualified individual with a disability” must be able to perform the “essential functions” of the job, course, or program with or without “reasonable accommodation.”

### ***What is an “essential function”?***

The “essential functions” are the fundamental tasks of the course. They are not marginal or incidental tasks that are not directly related to the learning objective.

### ***What is a “reasonable accommodation”?***

“Reasonable accommodation,” within legally set parameters, is any change that an instructor/college is able to make which allows an “otherwise qualified” student to perform the “essential functions” of the course. Some examples are providing or modifying equipment, adjusting or modifying exam materials or policies, or making the classroom accessible/usable by students who have disabilities.

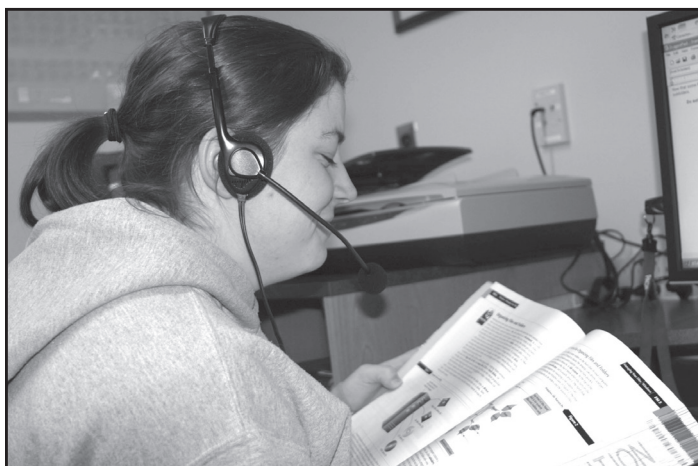
## ***What if I am not satisfied with the accommodations I have received, or have not received an accommodation I feel I am entitled to under the law?***

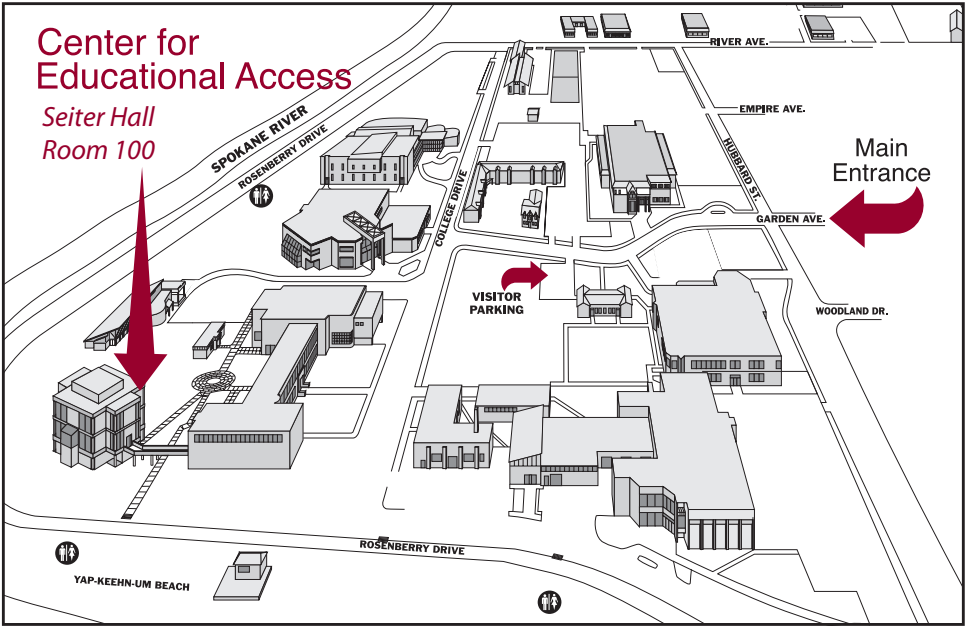
Individuals/students who feel they have been denied accommodation and have a documented disability should contact the Center for Educational Access first at 769-7794 or [sharon\\_bullock@nic.edu](mailto:sharon_bullock@nic.edu). However, if after consulting with CEA the issue has not been resolved contact the Vice President for Student Services Office at 769-7863 or [lynn\\_covey@nic.edu](mailto:lynn_covey@nic.edu) and request an appeal. More information on NIC policy and the appeal procedure for access/disability related issues may be found on the NIC website / CEA webpage at [www.nic.edu/dss](http://www.nic.edu/dss).

## ***Outside Resources***

Students are encouraged to address their needs through the college first, but anyone who believes there has been an act of discrimination by the college on the basis of disability against any person or group, may file a complaint with the U.S. Department of Education, Office for Civil Rights at (206) 220-7900 (Voice) or (206) 220-7907 (TDD), or may contact Co-Ad, Inc., an advocacy service for individuals with disabilities. More information on these resources can be obtained through the Center for Educational Access.

Lewis-Clark State College students who do not believe that they have been satisfactorily accommodated, should contact LCSC-Coeur d'Alene staff at (208) 666-6707.





## Center for Educational Access

Seiter Hall  
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### Directors

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