

## DISABILITIES STAFF CONTACT INFORMATION

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### **STEPHANIE GIDDENS**

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### **TERRY ROWLES**

*Academic Support Specialist*  
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**For an appointment with the Disability  
Services staff, please contact 610.607.6245**

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Reading Area Community College, an equal opportunity college, does not discriminate against persons in employment, educational programs or activities, vocational programs or awarding of contracts based on race, gender, religion, national origin, age, color, sexual orientation, veteran status or disability. This Board of Trustees policy #840 on nondiscrimination extends to all other legally protected classifications and is published in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Affirmative Action inquiries should be directed to the Affirmative Action Officer, RACC, P.O. Box 1706, Reading, PA 19603 (610.372.4721).

**READING AREA COMMUNITY COLLEGE**

**Center for Academic Success**  
10 South 2nd Street, P.O. Box 1706  
Reading, Pennsylvania 19603-1706  
[www.racc.edu](http://www.racc.edu)



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# RACC DISABILITY SERVICES & YOU



*A Guide to Support Services  
for Students with Disabilities*



**READING AREA  
COMMUNITY COLLEGE**

**10 South 2nd Street • P.O. Box 1706  
Reading, PA 19603-1706 • 610.607.6245**

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## FEDERAL ADA/504 GUIDELINES

“No otherwise qualified person with a disability in the United States . . . shall, solely on the basis of disability, be denied access to, or the benefit of, or be subjected to discrimination under any program or activity provided by any institution receiving federal financial assistance.”



The legal rights of qualified individuals with disabilities are protected, from the time they enter the educational system through obtaining and maintaining employment.

## SERVICES FOR STUDENTS WITH DISABILITIES

The Center for Academic Success at Reading Area Community College coordinates services for students with disabilities. The primary objective is to provide academic accommodations for students who qualify for services under the guidelines of the Americans with Disabilities Act and Section 504 of the 1973 Rehabilitation Act.

## CAMPUS ACCESSIBILITY

**Parking** – Parking spaces exclusively designated for disabled visitors, student, and staff are located near the entrances of all campus buildings.

**Telephones** – A public telephone is accessible to disabled persons. The telephone is located across from the

elevators on the first floor of Berks Hall. TDD access is available and located at the front desk in Berks Hall and at the circulations desk in Yocum Library.

**Transportation** – BARTA access is available by calling 610.921.0601.

## ASSISTIVE TECHNOLOGY

RACC has acquired assistive technology for use by students with disabilities. There is also a staff person available to train students to use the technology to support student success.

## PROCEDURES FOR ACCESSING DISABILITY SERVICES

Students have the responsibility to self-identify as a student with a disability. Students should call 610.607.6245 to schedule an appointment with the disability staff to provide adequate disability documentation.

The need for interpreter services should be requested in a reasonable amount of time prior to meeting with disability staff.

## Documentation Guidelines

- A qualified professional must provide documentation.
- Documentation and requests for accommodations must be current (within the last three years), complete, and demonstrate need.
- Decisions regarding requested

accommodations are a result of collaboration between the student and the disability staff person.

## APPLYING TO READING AREA COMMUNITY COLLEGE

### Student Check List

- ✓ Contact the Admissions Office in Berks Hall, Room 111, call 610.607.6224 or log onto [www.racc.edu](http://www.racc.edu) for information about applying online.
- ✓ Contact the Center for Academic Success in Berks Hall, Room 209 or call 610.607.6245 to schedule an appointment to discuss your disability documentation with the disability staff PRIOR to scheduling the placement test.
- ✓ Schedule your placement test
- ✓ Meet with a disability staff person to schedule your classes and to discuss appropriate accommodations following your placement test.

## TUTORIAL SERVICES

**Tutoring** –hours for the Tutorial Center in Berks Hall, Room 209 are posted each semester. Tutoring is available on a “walk-in” basis for all students enrolled in credit classes.

For further information visit RACC’s website at [www.racc.edu](http://www.racc.edu).

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