

Reading Area Community College
Accommodation Process for Students Identifying with a Disability

IMPORTANT CONSIDERATIONS:

- *If you would like general information about Accessibility Services **BEFORE** you apply to RACC, you are welcome to book a phone call or in-person (on campus) appointment with a staff member any time.*
- *If you need an ASL Interpreter or any accommodation for any appointment, please request this accommodation when booking the appointment.*
- ***To do the best possible job of helping you as a new student at RACC, we encourage you to meet with us AS EARLY IN THE PROCESS AS POSSIBLE, right after you receive an acceptance letter. This is especially important if you want to take the placement test with accommodations. Our staff would like to guide you through the entire process of becoming a RACC student. If you would rather tackle the steps below on your own, you are welcome to do so. All students may follow the process below. This process is similar to what new students encounter at any college.***

For all new students, follow these steps:

1. **APPLY TO THE COLLEGE.** Every new student must complete an application to Reading Area Community College. You may do this by going to the RACC web site (www.racc.edu) and completing an online application.
2. **APPLY FOR FINANCIAL AID; COMPLETE THE FAFSA FORM:** College can be expensive. Information about your (and your parents') income is needed to see if you qualify for various forms of Financial Aid. All information must be submitted online at <http://www.fafsa.ed.gov/>. Staff members from the Financial Aid office can help you submit the information if necessary. When in doubt, always speak to a Financial Aid representative by calling 610-607-6225 or emailing financialaid@racc.edu
3. **CONTACT ADMISSIONS STAFF TO DISCUSS INITIAL PLACEMENT.** All students are asked to send in one or more of the following:
 - Unofficial or official high school transcripts (including home school evaluations)
 - Unofficial or official college transcripts
 - ACT, SAT, or AP exam score reports (downloaded PDFs are acceptable)
 - Or, you may take the placement test with the Admissions office. See below if you want to take the placement test with accommodations.
4. **CONTACT AN ADVISOR TO DISCUSS AND REGISTER FOR YOUR FIRST CLASSES.** The Advising staff are experts in helping you choose the right classes for you. Their email address is advising@racc.edu

IMPORTANT!

After you have a class schedule, contact Accessibility Services to discuss accommodations (academic adjustments) you may need. DO NOT DELAY THIS. We want you to get the accommodations you need as soon as possible.

5. **CONTACT THE ACCESSIBILITY SERVICES OFFICE TO SCHEDULE AN IN-PERSON INTAKE APPOINTMENT.**
An Intake appointment helps staff members get to know you and hear about the accommodations you may need. At this meeting you will discuss your disability and documentation of your disability. Staff will get to know you and discuss possible accommodations. To schedule an Intake appointment, call 610-372-4721 x5062 or email accessibility@racc.edu.

6. **SUBMIT DOCUMENTATION OF YOUR DISABILITY.** You must provide documentation of your disability (to Accessibility Services staff) before accommodations can be provided. The documentation should: be relatively **current**, be **signed by a professional** (doctor, licensed psychologist, etc.), have a statement describing your disability or **diagnosis**, indicate **how your disability affects you**, your ability to learn, or otherwise be successful in the classroom, be on **letterhead**, and, ideally, include **suggestions for accommodations**. Individualized Education Plans (IEPs) and Evaluation Reports (ERs) from high school are helpful, but more documentation may be necessary. Sometimes a letter from a doctor, psychiatrist or therapist is needed if it states your diagnosis and how your disability affects you. Staff will assess your documentation and guide you in the process of gathering the documentation that is necessary. Documentation can be scanned and emailed, photos of documentation can be emailed, or alternate ways of sending documentation will be discussed.

7. **LEARN ABOUT EDUCATIONAL TECHNOLOGY:** All students are expected to use various forms of Educational Technology. Learn how to set up your Ravens email account (***which you should check every day!***), use Canvas and Self-Service, print papers on campus, sign up for campus alerts, and more. **If you practice with technology before you start classes, you are likely to be more successful.**

8. **RECEIVE A STUDENT ACCOMMODATION PLAN.** After your Intake appointment, Accessibility Services staff members will review your documentation and create an Accommodation Plan. You will be asked to book another Zoom or in-person (on campus) appointment to meet with an Accessibility Services staff person to discuss this. At this meeting you will discuss the Student Accommodation Plan which outlines the accommodations you will receive. A memo about your accommodation needs will be emailed to each of your instructors. ***It is your responsibility to request accommodations at the beginning of (or before) every semester.***

9. **TO ADDRESS DISCRIMINATION BASED ON DISABILITY:**
Find the Accessibility Services Grievance Procedure on the RACC website:
<https://www.racc.edu/services/student-rights-and-responsibilities>

You may contact us in any of the following ways. Call our administrative assistant at 610-372-4721 x5062, click the Calendly link of an Accessibility Services staff member below, or use this general email: accessibility@racc.edu

<p>Kym Kleinsmith 610-372-4721 x5265 kkleinsmith@racc.edu</p>	<p>Maggie Cawley 610-372-4721 x5069 mcawley@racc.edu https://calendly.com/mcawley</p>	<p>Zach Stackhouse 610-372-4721 x5081 zstackhouse@racc.edu https://calendly.com/zstackhouse</p>	<p>Department Info & Administrative Assistant Berks Hall, room 216 610-372-4721 x5062 accessibility@racc.edu</p>
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