

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

**IMPORTANT CONSIDERATIONS:**

- *If you would like general information about Disability Services **BEFORE** you apply to RACC, you are welcome to book a phone, Zoom, or in-person (on campus) appointment with a staff member any time.*
- *If you need an ASL Interpreter or any accommodation for an appointment, please request this accommodation when booking the appointment.*
- *All students are encouraged to follow the process below. This process is similar to what new students encounter at any college. However, if you feel like you need to meet with a Disability Services staff person to guide you through this process from the beginning, or if you want to take the placement test with accommodations, please make an Intake appointment with a Disability Services staff person after you receive your acceptance letter.*

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](http://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](mailto: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)
  - Enter self-reported high school transcript information on a brief form on the Admissions page of the RACC website. Direct questions to [admissions@racc.edu](mailto:admissions@racc.edu)
  - Or, you may take the placement test with the Admissions office
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](mailto:advising@racc.edu)

**IMPORTANT!**

**After you have a class schedule, contact Disability 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 DISABILITY SERVICES OFFICE TO SCHEDULE A ZOOM OR IN-PERSON (preferred) 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. **Book a Zoom or in person (on campus) intake meeting with any staff person using the Calendly links with their contact information below** (you will need a computer with a webcam or a cell phone). Or start by contacting [disabilityservices@racc.edu](mailto:disabilityservices@racc.edu)
  
6. **SUBMIT DOCUMENTATION OF YOUR DISABILITY.** You must provide documentation of your disability (to Disability 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, Disability 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 a Disability 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 Disability Services Grievance Procedure on the RACC website:  
<https://www.racc.edu/services/student-rights-and-responsibilities>

To schedule a Zoom or in-person (on campus) meeting, click the Calendly link of a Disability Services staff member below, or use this general email: [disabilityservices@racc.edu](mailto:disabilityservices@racc.edu), or call our administrative assistant at 610-372-4721 x5062.

Kym Kleinsmith 610-372-4721 x5265 <a href="mailto:kkleinsmith@racc.edu">kkleinsmith@racc.edu</a> <a href="https://calendly.com/kkleinsmith">https://calendly.com/kkleinsmith</a>	Chelsea Watts 610-3782-4721 x5081 <a href="mailto:cwatts@racc.edu">cwatts@racc.edu</a> <a href="https://calendly.com/cwatts0">https://calendly.com/cwatts0</a>	Maggie Cawley 610-372-4721 x5069 <a href="mailto:mcawley@racc.edu">mcawley@racc.edu</a> <a href="https://calendly.com/mcawley">https://calendly.com/mcawley</a>
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