



Who Should Apply?

- Students with any mental, physical, emotional or learning disability.
- Students who received accommodations in high school.
- Students who have extreme difficulty with language or mathematics courses despite studying an inordinate amount of time.

Accommodations

Assistive Technology
Extended Test Time
Textbooks in Alternative Formats
Permission to Record Lectures
Note Taking Services
Wheelchair Access
Computer
Written Instructions
Registration Assistance
Minimum Distraction Testing Areas
Priority Seating
Use of Calculator/ Computer
Reader/ Scribe
Attendance Consideration
Large Chair/ Table
Other Adjustments Not Listed

Other Services

We assist students on all campuses who have documented physical, emotional or learning disabilities. We can help with:

- Academic planning
- Academic accommodations
- Accommodation meetings
- Tutoring referrals
- Communication with faculty
- Student support

Contact Us:

Columbia, Lawrence and Clifton Campuses

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Williamson and Lewisburg Campuses

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General Inquiry

DisabilityResources@ColumbiaState.edu

www.ColumbiaState.edu/Disability-Resources



COLUMBIA
STATE COMMUNITY
COLLEGE

**DISABILITY
RESOURCE
CENTER**

Quick Start



Our Mission

The Disability Resources Center is dedicated to assisting students with disabilities in accommodating personal, scholastic and career goals by teaching academic and advocacy skills; by eliminating the physical, technical and attitudinal barriers that limit opportunities; and by promoting an awareness of the experience of persons with disabilities within social, political, and economic constructs.

We are committed to providing all services and operating all programs in accordance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act. We envision a future in which the elimination of barriers has been so effective and the acceptance of diversity so inclusive that Columbia State Community College, both as a facility and as a community, naturally accommodates students with disabilities through the application of universal design.

How Do I Apply?

- Complete a DRC application form online in AIM (Accessible Information Management): <http://yorkaccessiblelearning.com/columbiastate.edu>
- Submit the application along with required documents. Documents may be attached to the application, emailed to DRC staff or dropped off at the center. Documents must meet the criteria.
- Students will receive a letter of approval via email within seven business days along with information on how to log in to AIM profile.
- If approved, make an appointment with the DRC to identify the services available to you.



Documentation Guidelines

A student who plans on requesting accommodations must first disclose disabilities to the Disability Resource Center by submitting appropriate documentation.

Required

- Licensed, qualified, medical professional who has diagnosed your health conditions – not a family member.
- Medical documentation less than five years old on provider letterhead to support the existence of a qualifying disability.
- A clear diagnostic statement of the disability and/or illness and degree of severity.
- For LD or ADHD only: Neuropsychological or psycho educational assessment results, which meet diagnostic criteria for specific learning disability, including evaluation instruments and procedures, utilized in assessing the student.

Qualifying Disabilities

Physical: A psychological disorder or condition, cosmetic disfigurement, or anatomical loss that impairs a major life activity. This includes, but is not limited to: seeing, hearing, eating, sleeping, walking, standing, lifting, speaking, breathing, learning, reading, concentrating, thinking, communicating, or impairment of a major bodily function, which includes but is not limited to, functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. *Please note, this list of major life activities including the major bodily functions is not exhaustive.*

Learning: A general term referring to significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning or mathematical abilities. While learning disabilities may occur concomitantly with other conditions, they are not the result of those conditions.

Emotional: Any emotional or behavioral diagnosis presently recognized and defined in the current Diagnostic and Statistical Manual.



Next Steps

- Once application and documentation have been submitted for review by a DRC Counselor, a letter of approval will be sent via email along with login information to the AIM profile.
- After approval email has been received, contact a DRC Counselor to set up an appointment to identify the services available to you.
- Students must visit both Testing Services and the Teaching and Learning Center for a tour (if applicable for the campus).
- Once the student needs are discussed and officially approved, a faculty notification letter will be sent to all instructors of the student. This letter does not include the student's diagnosis but only the accommodations necessary for academic success.
- Students are **required** to set up a meeting with their instructors to discuss their approved accommodations and any needs that the student may have.
- After meeting with the instructor(s) contact DRC with any questions or concerns.

