

Guidelines for Requesting Accommodations at Emory & Henry College

These are some answers to the typical questions we receive about requesting accommodations at Emory & Henry College. The questions and answers will guide you through the basic process of registering with Academic Support Services. Since you do not need to disclose any disabilities throughout the admissions process, you should complete the steps outlined below after you have been officially accepted to the college! However, feel free to call Academic Support Services in the Powell Resource Center at any time if you have questions about this process or desire consultation about accommodations; please contact us at 276-944-6144.

Requesting Accommodations: Frequently Asked Questions

QUESTION: I have been accepted. Now what do I need to do to request accommodations and register with Academic Support Services?

ANSWER: (1) Review campus policies and documentation policies included in this packet.
(2) Submit the following forms *Disabilities Disclosure Form* and *Disability Accommodations Request Form* (both of which are found within this packet) to:

Director of Academic Support Services
Powell Resource Center
P.O. Box 947
Emory, VA 24327

Do **not** send this information to the Admissions Office! All information concerning your disability should be sent directly to the address listed above.

(3) Submit a copy of your documentation. (See the handout: *Emory & Henry College Documentation Policies for Students with Disabilities* for the specifics regarding what we require).

QUESTION: I would like to start college with a fresh start. What if I have accommodations in high school, but I don't want to request accommodations in college?

ANSWER: It is still important to register with Academic Support Services, even if you are not planning to use your accommodations. Registering with Academic Support Services ensures that you have an accommodation plan listing the reasonable accommodations for which you are eligible should you ever choose to use them. The process for approving accommodations can take several weeks; it would be much wiser to request accommodations and decide not to use them or all of them, than to find yourself needing some accommodations and being asked to wait several weeks for approval. The process of approving accommodations is different in college. You are not required to meet with a team of people or share your disability with professors.

You only meet with the Director of Academic Support Services, or his or her designee, to discuss your accommodation plan; you decide with which professors to share information and they only receive information about your accommodations (not your disability), unless you choose to provide additional information.

QUESTION: What happens to my information after I send it to Academic Support Services?

ANSWER: Your documentation and the associated forms will be reviewed by our Director of Academic Support. Upon receipt of this information you will be contacted to set-up an intake interview. You will be asked to meet and discuss your accommodation requests. Following this initial meeting you may or may not be required to meet with the Director of Academic Support on a second occasion to establish your accommodation plan. Sometimes this can be accomplished during the intake interview and sometimes your accommodation requests may require additional review. This process can take 2-3 weeks. It is advisable to provide our office with the necessary paperwork as soon as you have been accepted so that your services can be established before school begins.

QUESTION: What services are available to me?

ANSWER: The Powell Resource Center provides a host of academic support services, from tutors and skill development appointments to workshops and academic counseling. When you arrive on campus you will have an opportunity to learn more about all of the services provided on campus; it might be a little overwhelming at first, but remember that we are here to help you. The Powell Resource Center also offers career services and personal counseling services.

QUESTION: What accommodations are available to me?

ANSWER: The Powell Resource Center (PRC) also provides a variety of academic accommodations to students with documented disabilities. Since accommodations are evaluated on a case-by-case basis, in conjunction with the student, it is difficult to list all of the accommodations available at Emory & Henry College. The following statements describe some of the most common accommodations. The PRC arranges for students to receive extended testing time and provides a quiet, more distraction-free testing room in our office. Students who need note takers can request this accommodation through our center; students with appropriate documentation may receive notes from note-takers through the PRC. Students with specific weaknesses in writing can request permission to take essay exams on computer or to take notes using a laptop during class. Students can also receive books on tape through our office, in association with RFB&D (Reading for the Blind and Dyslexic). Students may use Kurzweil (scanner/reader technology) through the PRC.

**The accommodations listed here are examples of possible reasonable accommodations. All accommodations requested by students must be approved through the office of Academic Support Services.*