



ATTLEBORO FALL RIVER NEW BEDFORD TAUNTON ONLINE

# **Welcome to the Office of Disability Services**

**Presented by Julie Jodoin-Krauzyk, Director**

# Welcome to the Office of Disability Services

- The Office of Disability Services - otherwise known as **ODS**
- **Vision:** The Office of Disability Services empowers all stakeholders through collaboration with the College community to sustain a universally accessible college experience, allowing all students the opportunity to achieve personal and academic goals.
- **Mission:** ODS provides support services that enable qualified students with disabilities to participate in the life of the academic community.

# What is the Office of Disability Services?



## The ODS Team

- Learning Specialists
- Assistive Technology Lab Staff
- Captionist/Notetaker
- Work-Study Students
- Director

# Who Registers with ODS?

- Students with a range of disabilities register with ODS.
- We worked with over 800 students during last school year '20



# Why Do Students Register with ODS?

- Learning strategies
  - Referrals to academic supports like tutoring and counseling
  - Accommodations
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- Your accommodation letter will also identify you as a MAICEI student and welcome your educational coach into the classroom.

# How Do I Register with ODS?

- Contact ODS to make an appointment.
- Meet with a learning specialist for an intake interview.
- Share educational experience and disability documentation.
- Develop accommodation letter together with learning specialist.
  
- It is best to register early and request accommodations in the first 2 weeks of classes.

# Emailing Your Accommodation Letter

- Your learning specialist will email you your accommodation letter.
- You and your educational coach will email this accommodation letter to your instructors.
- Please CC your learning specialist in that email.
- Your educational coach will then begin to discuss accommodations and modifications to the course.

# Sample Email to You about Accommodations

Hello MAICIE student,  
Attached is your Fall accommodation letter. As we discussed in our meeting it is good idea for you to share it with each of your instructors. You can send the letter as an attachment using the email addresses listed below. It is important to remember, if you don't share this with your instructors, they are not required to provide any accommodations.

Please copy me in each accommodation email you send.  
I have listed the classes you are registered for this summer, along with each instructor's Bristol Outlook email address. When you email each instructor, be sure to include the course name and section so that they will know the specific class you are in.

CRN#	Course	Section	Faculty Name	Faculty Email
60221	CSS 101	32W	Poore-Pariseau, C.	<a href="mailto:cindy.poore-pariseau@bristolcc.edu">cindy.poore-pariseau@bristolcc.edu</a>
61135	ENG 101	74W	Souza, C.	<a href="mailto:chrisanne.souza@bristolcc.edu">chrisanne.souza@bristolcc.edu</a>

**Hello Professor (Last Name)**  
**Please find my accommodation letter for (course and section) attached to this email message. I would be happy to discuss my accommodations with you, please let me know if you have any questions.**  
**Thank you.**

**Remember:**  
You must request accommodations from each instructor by forwarding the attached accommodation letter. Your email is a good way to start a conversation with your instructor about the class, and how your accommodations will work.  
By sending this accommodation letter you acknowledge your signature.  
If there's a class for which you don't need the accommodations, you don't need to send it to that instructor.  
I am here to assist you and your instructor in discussing how to adapt these accommodations to your individual class.

Please know we can always talk with your instructor together about anything that is concerning to you.



# Sample Accommodation Letter

**Confidential Academic Accommodations Office of Disability Services**

To: Fall 2020 Faculty

From: Patricia Weisberger pat.weisberger@bristolcc.edu 774.357.2396

Date: September 2, 2020

**Access Accommodations** requires academic accommodations while attending Bristol Community College. Individual accommodations are a civil right guaranteed under federal laws (ADAAA, Section 504 of the Rehabilitation Act of 1973). This form verifies that this student has registered with ODS and is eligible for the accommodations listed below. ODS and the student will assist you in arranging these accommodations as needed. ***Please maintain this confidential record in a safe and secure place. Please note that not all accommodations may apply to an online or remote learning modality.*** Should you have any questions or concerns, please contact the Learning Specialist noted above. Thank you for your assistance.

## **Access Accommodations**

- Preferred seating.
- Assistance with note taking.
- Recording of class lecture/discussion.

## **Assessment Accommodations**

- Extended time on tests/quizzes/timed in-classwork.
- Time and a half.
- Reduced distraction for testing.

## **Additional Information:**

This student is part of our MAICEI program and will be working with an educational coach in your course to provide further modifications, as discussed.

Due to COVID-19 remote working conditions, student has approved these accommodations electronically.

**Learning Specialist** \_\_\_\_\_

# Sample Email from You to Your Instructor

Hello Professor (Last Name)

Please find my accommodation letter for (course and section) attached to this email message.

I would be happy to discuss my accommodations with you.

My educational coach (include name and contact) may also want to discuss additional modifications with you.

Please let me know if you have any questions.

Thank you.

(Your name)

# What Happens after the Fall?

- Each semester, you will meet with your learning specialist at least once to review your progress and accommodations.
- At the start of each new semester, you will repeat this process again.
- You will meet with your learning specialist and email your updated accommodation letter to each new instructor.
- Together, we help provide you the opportunity to achieve your personal and academic goals.

# ODS 101 Online Resources

- Summer Transition Academy
- Differences from High School to College
- Resources and Supports Specific to Students with Disabilities
- [Directions to Self-Enroll in ODS 101](#)
- Your learning specialist will email you these directions

**For more information,  
please contact  
the Office of Disability Services**

[ODSaccess@bristolcc.edu](mailto:ODSaccess@bristolcc.edu)

**774.357.2955**

<http://www.bristolcc.edu/student-services/resources/disability-services/>