

**Sinclair Community College  
Department of Disability Services  
Policies and Procedures**

**Department of Disability Services  
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## **Policy Statement**

The mission of the Department of Disability Services (DDS) is to serve as advocates for qualified students with disabilities, offer accommodation provisions to students in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, provide consultation to staff and faculty on disability issues related to access and academic success, and suggest appropriate linkages to community resources.

The philosophy of the DDS is to promote self-advocacy, inclusion, and to pursue innovation in services for students with disabilities. The department goal is to foster an environment where students can maximize their educational potential while assisting them to develop and/or maximize their independence.

DDS will work in collaboration with students to determine the accommodation provisions needed through individualized discussion. While DDS primarily serves the student population, assistance is also available to faculty members and staff charged with the responsibility of providing academic access and necessary accommodations to students with disabilities.

DDS is the designated campus office that verifies whether or not students have a documented disability that significantly impacts their ability to access educational programs. DDS will determine the appropriateness of a requested accommodation on a case-by-case basis. Students seeking or desiring services are required to identify their needs and to register with DDS to be considered eligible for accommodations.

The following policies and procedures have been developed to facilitate access.

### **Purpose**

The purpose of this publication is to inform eligible students with disabilities of their right to an accessible educational setting and to answer some anticipated questions about policies and procedures of DDS at Sinclair Community College.

### **Compliance Responsibility**

Responsibility for coordinating Sinclair's compliance for meeting students' needs under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) resides with the manager of the DDS.

### **Confidentiality**

Disability-related information is treated as medical information and handled under the same strict rules of confidentiality as other medical information. This includes the comprehensive documentation from appropriate sources that persons with disabilities must provide to establish the existence of their disability and their need for accommodation(s). The general requirement that counselors keep information confidential does not apply when disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

Further, at the college level, the information regarding a student's disability is shared on a limited confidential need-to-know basis and then only when there is a compelling reason for such disclosure. This may mean sharing with faculty only the information that a student has a documented disability and need for accommodation.

Disability documentation is collected and maintained separate from the student's college record and is kept in secure files by the DDS. Records are maintained for five years after the student's last date of attendance. After five years of nonattendance at Sinclair, records will be destroyed in a confidential manner.

Specific statutory and regulatory language and confidentiality is most readily found in the Americans with Disabilities Act, Title I at 42 U.S.C. ss12112(d)(3) & (4); 29 C.F.R. ss1630.14-1630.16, the EEOC's interpretive guidance and its technical assistance manual.

### **Applying for Disability Services**

Students with disabilities can apply for services by contacting DDS at (937) 512-5113 (V) or 512-3096 (TTY) or stopping by our office in 10-421 on Sinclair's Dayton campus. Students attending at our Courseview Campus Center can contact Disabilities Counselor, Kai Shemsu at (513) 339-1212 x 5530 or stop at the front desk. Once a student identifies as having a disability, he/she is provided a verification form to be completed by a treating professional. Once the completed form is submitted by the professional, it will be evaluated by a DDS counselor.

### **Evaluating Requests for Reasonable Accommodations**

In evaluating requests for reasonable accommodations (academic accommodations auxiliary aides, and services), DDS shall consider the following criteria, as they apply to each request:

- Does the disability documentation meets established guidelines?
- Does the disability documentation support the request for a specific accommodation?
- Is the accommodation reasonable and effective as mandated by the ADA and Section 504 of the Rehabilitation Act of 1973?
- Is the accommodation a personal nature? The College is not required to grant accommodations of a personal nature.
- Will the student be assured of participation in the particular program without the accommodation?
- What alternative or accommodation(s) are available to provide the student with the same or similar content and/or level of instruction for the particular course, degree requirements or other academic program
- Will the accommodation fundamentally alter the particular course, degree requirements or other academic program as determined by the appropriate Faculty Department Chair, Dean and College Officials?\*
- Does the requested accommodation constitute an undue burden to the College?

\*Faculty, Department Chairs, Deans and other College Officials collaboratively determine what constitutes adequate curriculum requirements, what courses are necessary to the degree requirements, and whether the nature and objectives of individual courses have been met.

### **Documentation Guidelines for Verification of a Disability - General**

To ensure the provision of reasonable and appropriate services for students with disabilities at Sinclair, current and comprehensive documentation of their disability is required.

Eligibility for disability-related support services at Sinclair is determined after review of appropriate medical (physical, learning or psychological) documentation substantiating the student's disability.

Documentation should:

- Be current, within the last three to five years. The age of acceptable documentation is dependent upon the disabling condition, current status of the student and/or nature of specific request for accommodation.
- Include verification of diagnosis and severity and longevity of the disabling condition.
- Include functional limitations describing how the impairment significantly limits a major life activity in an educational setting.
- Be directly from the appropriate qualified service provider (physician, psychologist, or psychiatrist).
- Documentation should be faxed to 937-512-4521 or mailed to Sinclair Community College Department of Disability Services 10421, 444 West Third Street, Dayton, Oh. 45402-1460. Courseview Campus Center students should have all documents, faxed to (513)204-0038 or mailed to 5386 Courseview Drive, Mason, Ohio 45040, C/O Kai Shemsu. Hand-carried documentation **will not** be accepted.

### **Documentation Guidelines for Verification of a Specific Learning Disability**

The diagnosis of a learning disability is a psychoeducational diagnosis. Therefore, the DDS at Sinclair Community College will accept diagnoses of learning disabilities, which are based on appropriate psychoeducational assessments. An appropriate psychoeducational battery consists of, at minimum: a general cognitive abilities assessment (such as the Wechsler Adult Intelligence Scale-Third or Fourth Editions (WAIS-III, WAIS-IV); Woodcock-Johnson III (W-J III) Tests of Cognitive Ability; Stanford-Binet Intelligence Scale: Fourth Edition; Kaufman Adolescent and Adult Intelligence Test (KAIT)) and an achievement measure (such as the Woodcock-Johnson III – Tests of Achievement; Wide Range Achievement Test (WRAT-III); Wechsler Individual Achievement Test (WIAT-II)). A qualified professional (such as a psychologist, school psychologist or educational specialist) must administer the assessment. Diagnoses, which do not contain educational measures, cannot be used for determining eligibility for services in this setting. Components of a psychoeducational assessment should include: referral question(s); referral source; background information, assessment procedures, relevant test procedures, and assessments results, interpretation of results, summary and recommendations.

Diagnostic testing for learning disabilities is not provided by the department. However, you may obtain a community referral list. The student is responsible for the actual cost for the assessment.

### **Policy on Accepting a Diagnosis of Attention Deficit Disorder**

A diagnosis of Attention Deficit Disorder (ADD) must come directly from one or more of the following appropriate professionals: neurologist, Psychologist/School Psychologist, Psychiatrist, or Licensed Clinical Counselor/Therapist.

A complete set of documentation guidelines for verification of a diagnosis of Attention Deficit Disorder may be obtained by contacting the Department of Disability Services and requesting a copy.

### **Eligibility for Disability Services**

If the documentation is evaluated and meets requirements, an intake interview is scheduled with a counselor. Qualified individuals with disabilities who produce required documentation of their disability and self-identify their needs for accommodations are eligible for disability services.

A "qualified person with a disability" is someone with a physical or mental impairment that substantially limits one or more major life activities, who, with or without accommodations can meet the essential requirements for participation in a program.

### **Disability Management**

Students who are determined eligible for services are assigned to a Disability Services counselor to work with throughout their schooling at Sinclair. This counselor may not only provide you with disability-related information and accommodations but may also work with you on managing other disability-related concerns if they impact your education. DDS has rehabilitation and professional counselors who are nationally certified and/or licensed in the state of Ohio.

## **Rights and Responsibilities of Eligible Students with Disabilities**

*The Department of Disability Services (DDS) provide reasonable academic accommodations, auxiliary aids, and support services that are individualized and based upon disability documentation, functional limitations and a collaborative assessment of needs. Students request accommodations/auxiliary aids based on what they are authorized to use and specific class needs. DDS does not guarantee to meet personal preference requests, but rather ensures that reasonable academic accommodations and auxiliary aids will be provided in accordance with ADA and Section 504 of the Rehabilitation Act of 1973.*

### **YOU HAVE THE RIGHT TO:**

Equal access to courses, programs, services, activities, and facilities offered throughout the College.

- 1) Reasonable academic accommodations and services after providing the DDS with appropriate documentation of your disability and a joint assessment of needs with your Disability Services Counselor.
- 2) Confidentiality. Disability documentation is kept by Sinclair's DDS on a confidential need-to-know basis. Exception: Records may be shared if you agree, in writing, to release them, or when such a disclosure is required or permitted by law.
- 3) Advocacy support. If you appropriately make known your need for an *approved* academic accommodation to your instructor and it is denied, notify DDS immediately about the situation. If outside of DDS regular operating hours, leave a brief message for Dayton Campus at (937) 512-5113, or 937-512-3096 TTY describing your perspective. Courseview Campus Center students can leave a message at (513)339-1212 x 5530.
- 4) Discuss your concerns if you believe that your right to appropriate accommodations has not been met. Disability-related concerns should be discussed with your DDS Counselor. If unresolved, you may report your concerns to the Manager for the Department of Disability Services, and thereafter the Senior Director, Student and Academic Support Services, if necessary. *Note: This department may need to involve other appropriate college personnel in order to fully address the issues at hand.*
- 5) Our goal is to facilitate individualized reasonable accommodations and supports. However, the Office for Civil Rights (OCR), U.S. Department of Education protects the rights of students and ensures that individuals who meet the program qualifications and eligibility requirements are given equal opportunity to participate. You reserve the right to file a grievance through OCR, if you believe your situation has not been resolved within the college support system.

**IT IS YOUR RESPONSIBILITY TO:**

- 1) Meet qualifications and maintain essential institutional standards for courses, programs, services, activities, and facilities.
  - 2) Register with the Department of Disability Services (DDS) and provide documentation of your disability from a qualified professional and how the disability limits your participation in courses, programs, services, activities, and facilities to be eligible for any accommodation from the college.
  - 3) Contact your assigned Disability Services Counselor in a timely manner for assistance to identify and secure academic accommodations and supports. In addition, inform your assigned counselor if you are uncertain about what you need or are having difficulty getting what you requested.
  - 4) Contact your Disability Services Counselor early so they can complete a **Self-Identification (Self-ID) form** which is evidence of your eligibility for reasonable accommodations. When requesting classroom and/or testing accommodations from your instructors, a **Self-ID** form must be presented to each instructor for each class you are enrolled. *Note: It is best to make an appointment with your instructor to share the approved accommodations as stated on your Self-ID form.* Instructors need at least one week notice before a test/quiz to be able to provide accommodations. Self-ID letters are not retroactive, therefore are only valid from the date they are given to the instructor forward.
  - 5) Request classroom and testing accommodations in a timely manner from faculty.
  - 6) Inform DDS if your name, address, or telephone number changes.
- Sinclair Community College and the Department of Disability Services primary concern is the successful completion of students' academic goals. The college is dedicated to providing access for all students.
  - The DDS Policies and Procedures Manual can be found online at [www.sinclair.edu/support/disability/pp](http://www.sinclair.edu/support/disability/pp). A hard copy can also be obtained from any DDS staff member.
  - Grievances should be filed with the Manager of Disability Services (937-512-5113) and if not satisfied at that level, taken to the Director for Student and Academic Support Services (937-512-2291).

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Signature

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Date

## **Personal Aides, Services and Equipment**

Students with disabilities are permitted to use personal aides and specialized equipment, so long as the aide or equipment does not interfere with other students or the faculty member. Faculty members may work with students on alternative aids and equipment that might assist students in accessing academic materials. Problems related to the use of aides/aids or equipment in the classroom should be referred to DDS for resolution.

Students are responsible for providing their own personal devices or services, including, but not limited to the following: wheelchairs or wheelchair repair; personal transportation; computers and software for use at home; individually prescribed devices; prescription eyeglasses; hearing aids; readers for personal use; alternate format materials unrelated to academic courses; hand-held magnifiers; tape recorders; electronic spelling aids; foot, arm or wrist rests; book or copyholder; and note taker paper (personal or from the Bookstore); or services of a personal nature including assistance in eating, using the toilet, bathing, or dressing are considered personal aides. As appropriate, DDS will make referrals to agencies or organizations that may be available to assist students in fulfilling needs outside of the authority of DDS.

### **Personal Care Attendants**

Personal Care Attendants/Assistants are authorized to accompany students with disabilities and to perform both personal and academic tasks for them, such as taking notes, scribing, and turning pages. These attendants must not, however, interfere with other students or the teaching faculty member. Problems that relate to personal attendant services should be referred to DDS.

### **Service Animals**

A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability. The necessity for service animals, other than service dogs, and animals that are considered to be therapy or companion animals in the College environment must be reviewed by DDS.

In such cases, DDS will render a decision based on documentation of the disability (\*according to DDS Documentation Guidelines) and the disability-related necessity for the service, companion or therapy animal. Unless a service, companion or therapy animal is at risk, poses a hazard or risk to specific campus facilities (including research or activities undertaken in such facilities), or is a threat to the safety or physical well being of others, individuals with disabilities are permitted to use service, companion and therapy animals on the College campus.

\*An accommodation request to allow a service, companion or therapy animal in the College environment on an ongoing basis must be processed through the DDS.

A student must meet and abide by the following criteria:

- Provide current medical documentation assessed by appropriately certified professionals verifying the functional limitations associated with the disability and the recommended accommodations, which should include the use of the service animal.
- Provide initial proof of service animal license, vaccination and annual health exam.
- In all situations and at all times, the handler must be in full control of the service, companion or therapy animal. The handler is responsible for the care and supervision of the animal, as well as clean-up of animal waste. A handler may be asked to remove a service, companion or therapy animal from the College due to disruption, ill health of the animal or uncleanliness. The handler assumes financial responsibility for any damages incurred.

### **Interpreters for the Deaf**

Requests for sign language interpreters may be made by contacting the DDS Dayton Campus, in person in room 10421, by phone at (937) 512-5113 (v) or (937) 512-3096 (TTY). Courseview Campus Center students should contact Disabilities Counselor, Kai Shemsu at (513)339-1212 x 5530. Please allow two weeks for a request to be filled. To request an interpreter for any event other than a scheduled class time (ie: tutoring, advising, field trip, open labs), complete a "request for special services from interpreters" form available in DDS.

It is the student's responsibility to notify DDS if they will not be attending a class or meeting that has an interpreter assigned so that a cancellation may be made. Students who repeatedly do not show up for classes or meetings, and do not call to have the interpreter cancelled 24 hours prior to the need, will have interpreter services suspended until they meet with a Disability Services counselor. In the same way, interpreters are required to notify DDS if a student does not show up for a scheduled class or meeting.

### **Communication and the Interpreter**

The sign language interpreter is a paid professional hired by the college to facilitate communication between the Deaf student, the instructor, the hearing class members, and/or any other person requiring communication assistance. At the beginning of each quarter the interpreter is assigned a schedule of classes to interpret and his or her role in the classroom is defined by a set of ethical standards established by the National Registry of Interpreters for the Deaf and upheld by the Department of Disability Services.

- The interpreter will position him or herself in the classroom to best meet the needs of the hard of hearing or Deaf student. Often this will mean the interpreter is in front of the class with the instructor to give the student a complete visual presentation.
- The interpreter will communicate the content of the course in a method most readily understood by the individual student.
- The interpreters will neither add nor delete any interaction that takes place in the classroom. Disruptive sidebar conversation reported by the student will be

addressed accordingly. The interpreter's job is not to tutor; therefore, all questions by the Student will be relayed directly to the instructor.

- The interpreter is in the classroom to facilitate communication only. Not to run errands, proctor exams or discuss the student's personal life.

### **Note Taking**

Students who have difficulty taking lectures notes because of a disability may audio record lectures, use a volunteer notetaker to obtain a copy of a classmate's notes, or take advantage of both. Your Disability Services Counselor can help determine which option is best for you.

### **Volunteer Note-takers**

Students may obtain a copy of a classmate's lecture notes by recruiting a volunteer note-taker. If comfortable doing so, students may ask classmates whether they are willing to provide a copy of their notes. Another option is to ask the instructor to make an announcement that a volunteer note-taker is needed. Ideally two volunteers should be identified to allow for absences. Sinclair's Bookstore carries carbon-treated note-taking paper, and special ring binders that make it easier to write on two sheets at a time. Once students have purchased a supply of the paper and identified a volunteer, you provide them with the paper and binder at the beginning of class.

### **Audio Recording**

Most instructors will allow any student to audio record lectures. If an instructor objects to recording, you should obtain a Self-Identification Form from your Disability Services Counselor, verifying that this is a disability-related accommodation that they must allow. Recordings should not be used as a substitute for lecture notes, but rather as a means to ensure that you understand the lecture material and have complete notes. Audio recorders are considered personal equipment, and it is your responsibility to obtain a recorder.

### **Physical Education Assistants**

Sinclair provides assistance to students with disabilities in physical education courses. Students may request a Physical Education (PED) Assistant through DDS. The role of the PED Assistant is to provide assistance for students with physical disabilities within the classroom setting. If a student needs a PED Assistant, they should submit a request to DDS at least two weeks in advance of the quarter in which a PED Assistant is needed. Students should also provide DDS with a copy of their schedule reflecting PED class times (days and times). DDS will notify the student who the PED Assistant will be. Arrangements will be made for the student to meet the PED Assistant. This usually takes place at the PED classroom.

### **Reader/Writer Services**

Sinclair provides assistants to read and/or write for students with disabilities, depending on the type of disability and the nature of the academic task. Reader/writers are for:

- In-class reading or writing assignments
- Assignments which must be completed in labs

- Assignments which must be completed in the Learning Resources Center.

**Requests for a reader and/or writer should be submitted at least two weeks in advance of the start of the quarter.**

### **Special Testing Arrangements**

Sinclair's DDS provides special testing arrangements for qualifying students with disabilities. Eligible students may take exams and quizzes in the Dayton Testing Center located in room 10-445 or Tutorial Services in the basement of the library. Courseview Campus Center students may take exams in the Testing Center in room 122, or in the Media Center study room.

How to make special testing arrangements?

First, the student needs to provide his/her instructor with a DDS Self-ID form requesting testing accommodations. If planning to take exams/quizzes in the Testing Center (10-445), students **must sign up one week in advance** and earlier for midterms and during final exam week. If you plan to use the Tutorial Center you must sign up one week in advance.

Make arrangements to use the Testing Center if:

- Student needs extended time on an exam and no other assistance
- Student requires no assistance, but needs a less distracting environment than the classroom

Make arrangements to use Tutorial Services if:

- Student needs extended time in a monitored room by themselves
- Student needs the assistance of a proctor (person) to serve as a reader and/or writer during an exam or quiz.

**Note:** Any student who uses services such as reader/writer, interpreter, PED Assistance, and/or tutor **will not** be assigned his/her regularly assigned assistant to proctor quizzes and/or exams.

### **Audio Textbooks**

Qualifying students requesting audio textbooks need to start the process 4 weeks before the next quarter begins. Students will bring their book receipts to their counselor. A request will be made to the publisher or other sources. When the audio textbook arrives the student will receive an email to pick up the cd from the Adaptive Equipment Tech and to sign the copyright agreement. Students at Courseview and Preble County will pick up the cd from the Library at their campus. When the cds are returned at the end of the quarter, the receipts may be returned to the student.

Currently, Adobe Acrobat Reader software is being used for voicing audio textbooks. Other software may be purchased by the student for non-campus use.

### **Tutoring**

Individual and group tutoring is available through Tutorial Services at Sinclair. Students who are eligible for DDS receive priority registration for tutorial services. Please contact Disability Services for a "*Referral for Tutoring Assistance*" form. Students with

disabilities may be eligible for tutoring in Developmental, 100 or 200 level courses, as tutors are available. Courseview Campus Center students do not require a referral form and are eligible for all courses offered. For specific courses not listed or a preferred time slot, contact Disabilities Counselor, Kai Shemsu at 1-513-339-1212 x 5530.

**When to Request Services**

Students must apply for services and request accommodation in a timely manner. Some accommodations such as audio textbooks and computer adaptations may take significant lead-time to be ready in time for effective student use.

The following are suggested time frames for specific accommodations:

<b>Accommodation</b>	<b>Suggested time frame</b>
Audio textbooks	4 weeks before start of quarter
Interpreters	2 weeks before needed
Reader/Writers	2 weeks before needed
PED Assistants	2 weeks before start of quarter
Special furniture	2 weeks before start of quarter
Adaptive equipment	2 to 4 weeks before needed
Priority tutoring referrals	1 <sup>st</sup> week of the quarter
Braille from computer disk	1 week before needed
Braille from clear print copy	2 weeks before needed
Self-identification to instructors if requesting large print or Braille	2 weeks before start of quarter
Self-identification (Self-ID) Form to instructors for all other accommodations	Second class session

**Adaptive Equipment**

Sinclair maintains a variety of adaptive equipment available for use by students with disabilities. This equipment is set up each quarter in the locations where specific students need it. Sinclair has made great efforts to integrate fully accessible adapted computer stations in various labs across campus. Students should discuss their needs for the upcoming quarter with their Disability Services Counselor at least two weeks prior to the start of the quarter. Keep in mind that some adaptive equipment installations may take additional lead time to arrange and may require as much as four weeks of lead time.

Students being supported in school by Bureau of Vocational Rehabilitation, Bureau of Services for the Visually Impaired, or Veteran’s Administration Vocational Rehabilitation should check with their counselor about assistance in purchasing equipment.

**Deaf or Hard of Hearing**

**Sign Language**

1. Sign Language Font
2. Sign Language Interpreters
3. Captioning

### **Other**

1. Ohio Relay Service 411 or 1-800-750-0750
2. Internet Relay Service [www.ip-relay.com](http://www.ip-relay.com) [www.sprintrelayonline.com](http://www.sprintrelayonline.com)  
<http://relay.att.com>
3. Amplified stethoscopes and digital blood pressure monitor



### **TTY/TDD**

1. TTY Ultratec Superprint Pro 80 in **DDS** in Room 10-421
2. Campus TTY web listing is at  
<http://www.sinclair.edu/support/Disability/availableservices/tty/index.cfm>

### **Sound Amplification**

1. FM Assistive Listening systems available for loan
2. Blair Hall amplification available upon request
3. Auditorium A in Building 12 amplification available upon request

### **Accessible Media**

1. VIDEO Tapes with captioning
2. DVD with 
3. Library database – audio 

Closed Captioning logos: , Closed Captioning Institute  registered trademark

### **Learning Disabilities**

1. Text Aloud MP3 software
2. Dragon Naturally Speaking and Microsoft Word for voice input
3. Headphones for distraction free testing
4. Sinclair audio and video recordings
5. WYNN software with scanner

### **Orthopedic**

1. Keyboards- ergo, left-handed, Dvorak, Intellitools and Onscreen
2. Trackballs – Logitech Optical, Kensington Expert, Microsoft Intellimouse, Kensington Orbit
3. Other Computer pointing devices
4. Swimming Pool Lift
5. Weight Room Lift
6. Metal book holders and copyholders
7. Dragon Naturally Speaking and Microsoft Word for voice input
8. Evacu-chair

### **Furniture**

1. Tables – hospital, free standing
2. Chairs – padded, Cue, Steelcase task, padded stools
3. Wheelchair – temp use from Campus Police
4. Adjustable height workstations
5. Articulated keyboard shelves

6. Hospital tables
7. Lap trays for wheelchairs
8. Leg rest foot stool

### **Vision Impairments**

1. Braille
  - a. Braille embossing with Telesensory/Duxbury braille translator
  - b. Braille Tape Labeler
  - c. Braille fonts
  - d. Large Print/ Braille keyboard labels
  - e. Braille ruler
2. Computer – Voice Output
  - a. JAWS screen reader software
  - b. WYNN software with scanner
  - c. Text Aloud MP3
  - d. Microsoft -Narrator
  - e. Adobe Acrobat Reader
3. Computer – Voice Input
  - a. Microsoft Word
  - b. Dragon Naturally Speaking
4. Magnifiers
  - a. Magnification software on computers
  - b. Microsoft – Magnifier Software
  - c. Closed Circuit TV magnification
  - d. Freestanding magnifier
  - e. Page and Line magnifiers
  - f. Magnifier with light on wheels
5. Large Monitors
  - a. ADA stations at the Dayton and remote campuses
6. Alternative Textbooks
  - a. Sinclair audiorecordings on cd
  - b. Etext from publishers
7. Calculators
  - a. Talking calculator with or without headphone jack
  - b. Scientific Talking calculator
8. Other
  - Tactile Image Enhancer
  - 20/20 pens in Bookstore
  - Anti-glare screens
  - Yellow line reader and various filters
  - Special light bulbs

### **Accessible Disability Parking**

People with temporary disabilities can obtain a temporary parking sticker, good for one quarter, from Campus Police. To obtain this sticker, a student must provide a doctor's note or a copy of the Ohio Disability Parking Application to Campus Police, room 7112.

### **ACCESSIBLE PARKING OPTIONS**

Lot A - Accessible parking is available on the third floor, near the walkways to Buildings 3 & 4 and to Buildings 13 & 14. This is a covered lot with 6'9" clearance.

- 55 accessible parking spaces
- 3 van spaces

Lot B - Lot B is a faculty/staff parking lot (open to students and visitors on Friday and Saturday after 3pm and all day Sunday).

- 4 accessible parking spaces

Lot C - Students with disabilities may park in this lot if they show a disability parking sticker, plates, or placard, and show Sinclair student ID. This is a covered lot with 6'10" clearance. Note: Closing times vary and are posted daily at the lot entrance.

- 13 accessible parking spaces
- 2 van spaces

Lot E - Lot E is faculty/staff parking only. Entrance from Perry Street, next to Building 9

- 4 accessible parking spaces
- 1 van space

Lot H - Entrance from Robert Drive, under I-75 N

- 3 accessible parking spaces

Lot I - Entrance from Court (Ludlow) Street, next to Building 19

- 3 accessible parking spaces
- 1 van space

Lot K - Entrance from Longworth Street, close to Mead Street, next to Building 13

- 8 accessible parking spaces
- 2 van spaces

Lot M - Entrance from Fifth Street, next to Building 20

- 6 accessible parking spaces
- 2 van spaces

Building 10 - This lot is only open by permission of Sinclair police.

- 21 van spaces

\*\*Adapted "turtle top" vans that require an overhead clearance over 6'10", parking is available in Lots H and K.

### **Safety**

A safety brochure for students with disabilities is available from DDS and on the web at <http://www.sinclair.edu/services/edu/DisabilityServices/safety/index.cfm>

### **Transportation**

**Students are responsible for their own transportation to campus. Sinclair DOES NOT provide any transportation service. Below are some available options:**

#### **Miami Valley RTA**

- Sinclair Dayton campus has direct access with Routes 1, 2, 4, 8, 19, and 22.

- Englewood Learning Center does NOT have direct access. The closest stop is on Route 16 at the corner of National and Union Roads in Englewood.
- Huber Heights Learning Center has direct access with Routes 18 and 19.
- Reduced fare is available to individuals with disabilities with proper RTA ID card.
- All RTA vehicles are equipped with wheelchair lifts, and many feature automatic voice annunciators that announce bus stops and major intersections.
- RTA also offers Bus Hailer Kits for individuals with visual impairments who have difficulty identifying bus numbers.
- RTA has Stop Assistance Kits for individuals who have difficulty communicating information about which stop they need to get off.
- For more information, call RTA Customer Service at (937) 226-1035, or go to their website [www.iriderta.org](http://www.iriderta.org).

### **RTA Project Mobility**

- This service is a transportation option for individuals with disabilities that offers a substitute for the regular RTA fixed route service. Project Mobility provides curb-to-curb transportation to individuals certified as eligible for paratransit service as stipulated by the Americans with Disabilities Act.
- Project Mobility operates within the RTA service area. Reservations must be made at least 24 hours in advance. Students should check with RTA reservationists about scheduling on a subscription basis for the entire quarter. For more information on Project Mobility, telephone (937) 223-7433.

### **Greene County CATS**

Greene County has Flex-Service on Route 42 from Greene County to Building 10, Sinclair Dayton Campus, eight stops per day, Monday through Friday. For more information contact CATS at [www.co.greene.oh.us/greencats](http://www.co.greene.oh.us/greencats) or telephone

( 937)562-6466 or (877)227-2287.

### **Warren County Transit Services (WCST) 1-888-297-0990**

- WCST offers direct access to Courseview Campus Center from specific areas in Warren County. Advance notice is required; 2 weeks during the first part of each month, and 48hrs for the duration. Call to confirm your address is within the service area
- Services runs from 6 A.M. to 6:30 P.M. and cost \$4 round trip

- Discounted passes are available through the County Commissioner's Office. Contact Disabilities Counselor, Kai Shemsu at (513)339-1212 x 5530 for eligibility requirements.

### **Other Agencies**

Students who are clients of the Bureau of Vocational Rehabilitation or the Bureau of Services for the Visually Impaired should discuss transportation options with their counselor.

**Students who are unable to come to campus may want to consider Distance Learning.**