



Halifax
COMMUNITY COLLEGE

Counseling and Career Center

Disability Eligibility Process

And

Accommodation Request Packet



Dear Fellow Patriot,

My name is Barbara W. Plum and I am the Director of Counseling and Career Services at Halifax Community College. In its commitment to student success, Halifax Community College's Counseling and Career Center has adapted the following phases to guide its delivery of services to students who may benefit from classroom and testing accommodations to academic counseling and complementary support services:

- Please complete your Disability Eligibility Package/Accommodation Request.
- Please click on the following link to schedule an appointment:
<https://hcc-counselingandcareerservices.youcanbook.me>
- Please email me **once you have scheduled your appointment** and the means of sharing the *results of your documents* (by fax, email, and/or delivery to campus).
- You will receive a confirmation email for your appointment

Please feel free to contact me if you have questions or concerns.

Sincerely,

Barbara W. Plum, MSW

Barbara W. Plum, MSW
Director of Counseling and Career Services
Halifax Community College
P.O. Drawer 809
100 College Drive
Building 300, Suite 323, Office 325
Weldon, NC 27890
BPlum139@halifaxcc.edu
Phone (252) 536-7207 * Fax (252) 538-4311

Guidelines for Documentation of Disability

Please keep this form for your records

Halifax Community College provides academic accommodations and adjustments to students with disabilities. For a student to be eligible for these services, documentation regarding the disorder must demonstrate as a disability covered under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. These laws define a disability as a physical or mental impairment that substantially limits one or more major life activities. Halifax Community College requires current and comprehensive documentation. The documentation will be reviewed by the Director of Counseling and Career Services to determine the eligibility for services.

Students seeking academic accommodations, adjustments, and/or services from Halifax Community College must first SELF-IDENTIFY, by completing our Self-Identification and Accommodations Request Form. The student must provide documentation from **a licensed physician, nurse practitioner, physician assistant, psychologist or psychiatrist, professional counselor, social worker, and additional specialist** familiar with the history and functional limitations of the student's impairments. All documentation must adequately verify the nature and extent of the disability/disorder in accordance with the current professional standards, techniques, and practices. Also, the documentation must clearly substantiate the need for the student's specific academic accommodations, adjustments, and/or services.

All documentation must be submitted on the official letterhead of the professional or the **Disability Verification Form**. If the provider chooses to submit a letter, it should be typed, dated, signed, and include the professional credentials of the evaluator including information regarding licensure or certification. The student is responsible for paying the expense of obtaining documentation. If the initial documentation is incomplete or inadequate to determine the extent of the disability and reasonable accommodations, the Halifax Community College Director of Counseling and Career Services has the discretion to require additional documentation.

In addition, the information provided for physical health disorders must fully explain the following criteria of the student's disorder (if applicable):

- Presenting Concerns at the time of the evaluation
- DSM-V diagnosis with corresponding DSM-V code
- Duration (chronic, episodic, or short-term) of the condition
- History of the condition and the symptoms related
- Severity (mild, moderate, or severe) and the explanation of the severity
- Dates and frequency of contact with the student
- Explanation of how the symptoms related to the student's condition cause significant impairment in a major life activity.
- Detailed explanation of how the impairment limits the students' functioning in the learning or testing environment.
- List the student's current medication (dosage, frequency, and adverse side effects) and an explanation of the extent medication mitigates the symptoms of the disorder
- Explanation of any significant limitation in functioning directly related to the prescribed medication
- Specific recommendations regarding academic accommodations, adjustments, auxiliary and/or services related to the student's condition and indications as the reasons these are necessary.



Counseling and Career Center Self-Identification And Accommodations Request (Mandatory)

This form must be completed by the STUDENT requesting Disability Services

Halifax Community College is dedicated to providing quality education services to all students. We strive to ensure that all programs and facilities are accessible to every student. The Counseling and Career Center Services works with students to provide services and accommodations that will aid students with sensitive needs and equal access to a quality education.

If you self-identify with a special need and want information regarding specialized accommodations, complete the section below and return it to Barbara Plum, Director of Counseling and Career Services, Building 300, Room 325, or call 252-536-7207.

Name: _____

Date of Birth: _____ Email address: _____

Mailing Address: _____

Cell phone: _____ Home phone: _____

Type of Disability/Special Needs

- | | | |
|------------------------------|-----------------------|--------------------------|
| _____ Hearing | _____ Vision | _____ Medical |
| _____ Mobility | _____ Learning | _____ Psychiatric/Mental |
| _____ Traumatic Brain Injury | _____ Speech/language | _____ Memory |
| _____ Intellectual | _____ Autism | _____ Chronic Illness |
| _____ Neurological | _____ ADHD | _____ Other |



Provisional Accommodations(s) Request

Special Accommodations provided by the Counseling and Career Center will be granted based on the student's disability/special needs verification and in consultation with other educational and/or qualified professionals involved with the student. The services listed below have been deemed as "reasonable accommodations" based on input from the student, Counseling and Career Center staff, instructor, and other educational and/or qualified professionals involved with the student. The Counseling and Career Center may consult with instructors regarding the student's academic progress, retention, and graduation efforts.

Extended Time for test taking and completing assignments

Large Print Materials/Use of Highlighter

Receive class notes from another student

Use of sensory tools

Use of planner

Sit where they learn best

Testing over several sessions

Sections of the test in a different order/colored paper

Tape Recorder Use

Attendance Regulation

Testing at a specific time of day

Interpreter

Special Devices (example: Wheelchair, hearing aid, etc.)

Other _____

Other _____

Other _____

My disability is _____ Permanent
_____ Temporary, and will be until _____

____ I am requesting accommodations and adjustments.

____ I am NOT requesting accommodations and adjustments.

Student Signature

Date _____

Counselor Signature

(Counselor will sign when the form is returned)

Date _____

Please Return to:
Barbara W. Plum, MSW
Director of Counseling and Career Services
Halifax Community College
PO Drawer 809
100 College Drive
Building 300, Suite 323, Office 325
Weldon, NC 27890
BPlum139@halifaxcc.edu
Phone (252) 536-7207 * Fax (252) 538-4311



Carefully read the entire “Terms and Conditions” and Privacy Protection/Confidentiality statements below BEFORE requesting a live online appointment

Welcome to Halifax Community College Online Counseling Services. This dynamic service is designed to provide general academic and personal support services to students enrolled in online and face-to-face classes at Halifax Community College. The Career and Counseling Center’s purpose is to advocate for students during difficult situations to maintain academic integrity. Becoming a college student requires major adjustments and life events can arise while working toward your Associate's degree, certifications, etc. The LIVE online Counseling service creates the convenience of talking through your life experiences in a non-judgmental and confidential professional environment. Some examples of such issues are underdeveloped study habits, poor time management, difficulties adjusting to college life, sadness over a loss, low self-esteem, anxiety, depression, difficult interpersonal relationships, and loneliness. Should you need more specialized help, the Career and Counseling Center is prepared to make referrals to other resources and professionals in your community.

Administrative Neutrality

The Career and Counseling Center is administratively neutral (i.e., it is not responsible for admissions, housing, financial aid, or disciplinary decisions involving students) and therefore my participation is **CONFIDENTIAL and VOLUNTARY**.

TERMS AND CONDITIONS

- Information about me is confidential. I must share the most current information about myself, my educational history, my plan, and my career goal so that I receive the most accurate support specific to meeting my needs holistically.
- Per the Family Rights and Privacy Acts, I hereby grant permission for the Career and Counseling Center *to share Academic, Career, and Personal counseling strategies* during live online counseling appointments.
- I must authentically represent myself in all aspects of LIVE Online Counseling Appointments
- I am the student who will be attending the LIVE Online appointment.
- I will protect my LIVE Online appointment account by not sharing any information with others.
- I authorize the Career and Counseling Center to provide me with all-inclusive strategies related to my academic achievements for the sole purpose of supporting me with my academic pursuits.



PRIVACY/CONFIDENTIALITY PROTECTION

**The Career and Counseling Center is committed to maintaining your confidentiality
I understand that I must protect my personal information from others while receiving
services from the Career and Counseling Center**

Therefore:

- I will use my Halifax Community College email address, to schedule both face-to-face and online appointments.
- I am aware that ALL of the LIVE Online counseling services that I receive **will not be shared** in any academic, educational, or job placement file unless I sign consent of release is completed.
- If there is evidence of harm to myself and/or others, Counseling Center staff members are legally required to report this information to the authorities responsible for ensuring my (or others') safety.
- Strict confidentiality is maintained for all student information and records. The only persons allowed access to such information are the Career and Counseling Center representatives who have a professional need for the information.

If you have any questions, please feel free to discuss them with Barbara W. Plum MSW, Director of Counseling and Career Services at 252-536-7207 or BPlum139@halifaxcc.edu or Room 325.

I certify that I have read and understand the above information and that I voluntarily consent to Live Online Appointments/interviews.

Student Signature

Date

Counselor Signature

Date



OPTIONAL

**FERPA Release Form
Career and Counseling Center**

It is the policy of Halifax Community College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our student's educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as enrollment, academic honors, and degrees, may be disclosed to the public. However, private information, such as address, phone number, grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student.

Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, _____, authorize Halifax Community College's Counseling and Disability Services to release the following information, upon request, to the persons listed below, to keep them informed regarding my education at Halifax Community College.

Please **initial** all that apply:

_____ Student Conduct/Behavior

_____ Disability Services

Persons to whom information may be released:

Name: _____

Name: _____

Name: _____

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the above-named person(s). I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Halifax Community College.

Student Signature: _____

Date: _____

Counselor Signature: _____

Date: _____

Differences between High School and College Accommodations for Students with Disabilities

Applicable Laws

High School	Halifax Community College
I.D.E.A. (Individuals with Disabilities Education Act)	A.D.A (Americans with Disabilities Act of 1990)
Section 504, Rehabilitation Act of 1973	Section 504, Rehabilitation Act of 1973
I.D.E.A. is a high school completion	A.D.A is about access

Required Documentation for Disability Services

High School	Halifax Community College
I.E.P. (Individualized Education Plan) and/or 504 Plan	High School I.E.P. and 504 may not be sufficient. Documentation guidelines specify the information needed for each category of disability
School provides evaluation at no cost to student	Halifax Community College doesn't provide an evaluation. Student is responsible for obtaining an evaluation from resources outside of Halifax Community College
Documentation focuses on determining whether student is eligible for services based on specific disability categories in I.D.E.A.	Documentation must provide information on specific functional limitations, and demonstrate the need for specific accommodations

Self-Advocacy

High School	Halifax Community College
Student is identified by the school and is supported by parents and teachers	Student must self-identify to a staff person in the Career and Counseling center, and be able to complete a request for accommodations in writing
Primary Responsibility for arranging accommodations belongs to the school	Primary responsibility for self-advocacy and arranging accommodations belongs to the student
Teachers approach students if they believe the student needs assistance	Instructors are usually open and helpful, but most expect the student to initiate contact if the student needs assistance

Parental role and responsibilities:

High School	Halifax Community College
Parent has access to student records and can participate in the accommodation process	Parent does not have access to student records without students written consent
Parent advocates for the student	Student advocates for themselves

Instructional responsibilities and expectations:

High School	Halifax Community College
Teachers may modify curriculum and/or alter pace of assignments	Instructors do not modify curriculum design or alter assignments deadlines
The student is expected to read short assignments that are discussed, and often re-taught, in class	The student is assigned substantial amounts of reading and writing which may not be directly addressed in class
The student seldom will need to read anything more than once, and sometimes listening in class is enough	The student will need to review class notes and text materials regularly

Assignments and Testing responsibilities:

High School	Halifax Community College
I.E.P. or 504 Plan may include modifications to test format and/or grading	Grading and test format changes (i.e. multiple choice vs. essay) are generally not available. Accommodations to HOW tests are given (extended time, testing in a different setting) are available when support by disability documentation
Testing is frequent and covers small amounts of material	Testing is usually infrequent and may be cumulative covering large amounts of material
Makeup tests are often available	Makeup tests are seldom an option; if they are, the student will need to request them
Teachers often take time to remind the student of assignments and due dates	Instructors will expect the student to read, save, and consult the course syllabus; the syllabus spells out exactly what is expected of the student, when it is due and how the student will be graded

Study and academic responsibilities:

High School	Halifax Community College
Tutoring and study support may be services provided as part of an I.E.P or 504 Plan.	Generally, students with disabilities are highly encouraged to take advantage of the services offered through, Center of Academic Excellence (CAE) Student Support Services (SSS), PRIDE, Career and Counseling Center , for academic and tutorial support, in which all are available to HCC Students.
The student's time and assignments are structured by others.	The student manages their own time and complete assignments independently.
The student may study outside of the class as little as one to two hours a week, and this may be mostly last-minute test preparation	The student will need to study at least 2 to 3 hours outside of class for each hour in class.



Office of Disability Services

Consent for Release of Confidential Information

I, _____, authorize representatives from the Office of Disability Services at Halifax Community College to discuss (1) the nature of my disability, (2) the particulars of my educational record, and/or (3) other select, appropriate information that is deemed necessary to plan and implement appropriate accommodations that will provide equal access to Halifax Community College facilities and programs with the following persons:

Please place your initials in the appropriate yes or no column for each person or group listed.

	YES	NO
Family Members (Please list names): _____	_____	_____
HCC Faculty & Staff	_____	_____
Agency Counselors	_____	_____
Therapist:	_____	_____
Medical Provider: _____	_____	_____

Agencies or programs of which you are a client or from which you receive financial aid and/or other support (e.g.; Division of Services for the Blind, Vocational Rehabilitation, Department of Veterans Affairs).

A.

Agency		Address		
Contact	Phone	City	State	Zip

B.

Agency		Address		
Contact	Phone	City	State	Zip

C.

Agency		Address		
Contact	Phone	City	State	Zip

D.

Agency		Address		
Contact	Phone	City	State	Zip

I understand that my records are protected under confidentiality legislation and cannot be disclosed without my written consent unless otherwise provided for in the regulations. However, this information can be shared in the case of an emergency on a need-to-know basis only. This authority expires with the completion of all transactions related to services provided by Halifax Community College's Office of Disability Services.

Student's signature: _____ **Date:** _____

Coordinator's signature: _____ **Date:** _____



Career and Counseling Center
 100 College Drive • Weldon, North Carolina 27890
 Phone (252) 536-7207 • Fax (252)538-4311
 Counseling@halifaxcc.edu

DISABILITY VERIFICATION FOR PHYSICAL/MEDICAL/MOBILITY CONDITION

I, (STUDENT) _____, hereby authorize the release of the following information to determine my eligibility for academic accommodation, based on the federal guidelines for the definition of a disability.

If you have any questions, please contact Barbara W. Plum, MSW Director of Counseling and Career Services at BPlum139@halifaxcc.edu or call 252-536-7207.

_____ _____ _____
Date **Signature of Student** **Date of Birth**

Diagnosis: _____

Date of Diagnosis: _____ Date of Last Visit: _____

Level of Severity: _____ Mild _____ Moderate _____ Severe

Does this condition interfere with one of the following major life activities? (Check all that apply)

- | | | | | |
|----------------------------------|-----------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> walking | <input type="checkbox"/> hearing | <input type="checkbox"/> seeing | <input type="checkbox"/> speaking | <input type="checkbox"/> caring for one's self |
| <input type="checkbox"/> lifting | <input type="checkbox"/> bending | <input type="checkbox"/> eating | <input type="checkbox"/> sleeping | <input type="checkbox"/> concentrating |
| <input type="checkbox"/> working | <input type="checkbox"/> learning | <input type="checkbox"/> manual tasks | <input type="checkbox"/> breathing | |
| <input type="checkbox"/> reading | <input type="checkbox"/> standing | <input type="checkbox"/> thinking | <input type="checkbox"/> communicating | |

Please list appropriate accommodations needed to accompany the patient's loss of functioning in each activity:

ACTIVITY	ACCOMMODATION(S) SUGGESTED
_____	_____
_____	_____
_____	_____

_____ (X) Physician's comments continue on the reverse side of this form.

_____ _____
Physician's Name (please print) **Phone**

_____ _____ _____ _____
 Address City State Zip

_____ _____
Signature **Date**



Career and Counseling Center
100 College Drive • Weldon, North Carolina 27890
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Counseling@halifaxcc.edu

DISABILITY VERIFICATION FOR ADD/ADHD

I, (STUDENT) _____, hereby authorize the release of the following information to determine my eligibility for academic accommodation, based on the federal guidelines for the definition of a disability.

If you have any questions, please contact Barbara W. Plum, MSW Director of Counseling and Career Services at BPlum139@halifaxcc.edu or call 252-536-7207.

Date _____ Signature of Student _____ Date of Birth _____

Level of Severity: _____ Mild _____ Moderate _____ Severe

Date of Diagnosis: _____

Date of Last Visit: _____

PLEASE CHECK THE APPROPRIATE DIAGNOSTIC CRITERIA FOR ADD/ADHD

A. Either: (1) Inattention or (2) Hyperactivity-Impulsivity AND (3) EVIDENCE OF IMPAIRED LEARNING

(1) Inattention

- a) Often fails to give close attention to details or makes careless mistakes in school work, work, or other activities
b) Often has difficulty sustaining attention in tasks or play activities
c) Often does not seem to listen when spoken to directly
d) Often does not follow through on instructions and fails to finish school work, chores, or duties in the workplace (not due to oppositional behavior or failure to understand instructions)
e) Often has difficulty organizing tasks and activities
f) Often avoids, dislikes, or is reluctant to engage in tasks that require sustained mental effort
g) Often loses things necessary for tasks or activities
h) Is often easily distracted by extraneous stimuli
i) is often forgetful in daily activities

(2) Hyperactivity-Impulsivity

- a) Often fidgets with hands or feet or squirms in seat
b) Often leaves seat in classroom or in other situations in which remaining seated is expected
c) Often runs about or climbs excessively in situations in which it is inappropriate (in adolescents or adults, may be limited to subjective feelings or restlessness)
d) Often has difficulty engaging in leisure activities quietly
e) Is often "on the go" or often acts as if "driven by a motor"
f) Often talks excessively
g) Often blurts out answers before questions have been completed
h) Often has difficulty awaiting turn
i) Often interrupts or intrudes on others

Significant impairment in academic functioning (must be completed)

Evidence of a significant impairment to learning **MUST** accompany this documentation. This evidence must include specific recommendations for accommodations as well as an explanation as to why each accommodation is recommended. These recommendations must be supported by specific test results or clinical observations.

<u>Academic Impairment</u>	<u>Academic Accommodation Recommended</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- _____ B. Several hyperactive-impulsive or inattentive symptoms that caused impairment were present before age 12 years.

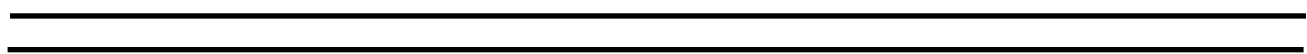
- _____ C. Some impairment from the symptoms is present in two or more settings.

- _____ D. The symptoms do NOT occur exclusively during the course of a Pervasive Developmental Disorder, Schizophrenia, or other Psychotic Disorder and are not better accounted for by another mental disorder.

Was medication prescribed? _____ If yes, what? _____

Response to medication _____

Have you recommended any type of therapy? _____



Provider's Name _____ **Title** _____

Address _____ **Phone** _____

Signature _____ **Date** _____



DISABILITY VERIFICATION FOR PSYCHOLOGICAL/PSYCHIATRIC CONDITION

I, (STUDENT) _____, hereby authorize the release of the following information to determine my eligibility for academic accommodation, based on the federal guidelines for the definition of a disability.

If you have any questions, please contact Barbara W. Plum, MSW Director of Counseling and Career Services at BPlum139@halifaxcc.edu or call 252-536-7207.

Date Signature of Student Date of Birth

Level of Severity: _____Mild _____Moderate _____Severe

Diagnosis: _____ Date of Diagnosis: _____

Frequency of office visits: _____

What is the prognosis and what percent of recovery is expected? _____

1. **Is your patient ready to and capable of participating in this rigorous academic environment?** Y N

2. **Does this condition interfere with one of the following major life activities? (Check all that apply)**

- _____ Walking _____Hearing _____Seeing _____Speaking _____Caring for one’s self
- _____Lifting _____Bending _____Eating _____Sleeping _____Concentrating
- _____Working _____Learning _____Manual tasks _____Breathing
- _____Reading _____Standing _____Thinking _____Communicating

3. Please describe the functional limitation and/or behavioral manifestations (e.g., easily distracted, poor concentration, difficulty formulating and executing a plan of action, difficulty coping with unexpected obstacles, panics in unfamiliar surroundings and situations, etc.) and recommendation you have prescribed:

BEHAVIOR

RECOMMENDATION

5. Please list any medications prescribed and the expected side effects, especially on cognition and learning activities.

MEDICATION

SIDE EFFECTS

<hr/>	<hr/>
<hr/>	<hr/>
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6. Please disclose information you have concerning this student's intellectual capabilities. Please include a copy of any psychological/educational reports for our review.

Provider's Name: _____ **Title** _____ **License #** _____

Address: _____ **Phone** _____

Signature _____ **Date** _____



Disability Services

Halifax Community College recognizes its responsibility under Section 504 of the Rehabilitation Act of 1973 to provide equal access to education for students with disabilities. Support services are available to the hearing impaired, visually impaired, orthopedically handicapped, learning disabled, and other health impairments. A student with special needs must contact Barbara W. Plum, Director of Counseling and Career Services to gain access to such services. It is the student's responsibility to provide written documentation of his or her disabilities. Ms. Plum will collaborate with students to develop a reasonable accommodations plan for student needs and communicate this plan with all instructors.

Students at Halifax Community College are covered by Title II of the Americans with Disabilities Act (ADA) which prohibits discrimination against qualified individuals with disabilities in all programs, activities, and services of public entities. The law does not require College programs to modify eligibility criteria to accommodate disabilities if that modification would fundamentally alter the standards of the program. Likewise, if a modification would fundamentally alter the nature of a service or activity, the College is not required to make that modification.

How do I get connected to Disability Services?

Students who have disabilities are required to **self-disclose** and request accommodations. In addition, those requests for special accommodations must be provided in writing to Barbara Plum, Director of Counseling and Career Services. This requirement covers face-to-face or distance education courses.

Who is eligible for disability services?

An individual is considered to have a "disability" if she/he has a physical or mental impairment that substantially limits one or more major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, or working.

What are some examples of services that are available?

- Use of personal tape recorders in class.
- Tutoring in content areas, individual and group sessions.
- Special testing arrangements for specific courses.
- Academic and career counseling.
- Special classroom seating.
- Interpreters for the hearing impaired.
- Computer labs with word processors with spell-check functions.
- Contact with Vocational Rehabilitation services, NC Commission for the Blind, and other community agencies serving people with disabilities.
- Notetakers.

How do disability services in college differ from those in high school?

A student making the transition from high school to college needs to be aware of the differences in procedure that will be encountered. Educational laws govern services to the disabled in elementary and secondary schools. Services provided at the college level come under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. As a result, the student, rather than parents or teachers, becomes the principle decision-maker in any planning process and also signs any necessary paperwork. In fact, the student's first decision must be whether or not he or she desires to seek accommodations. If so, it is up to him/her to contact the Career and Counseling Center.

What type of information do I need to provide about my disability?

Documentation including a diagnosis is required by law to determine eligibility and must be from a licensed/certified professional. Since a current level of functioning should be included, the documentation should be recent. A high school Individual Education Plan (IEP) and 504 Plan, while informative, are not sufficient to establish eligibility.

A Halifax Community College student wishing to receive accommodations needs to follow these steps:

1. Contact the Career and Counseling Center and identify her/himself as desiring accommodations.
2. Provide recent documentation of the disability for which one is seeking accommodations as soon as possible to allow time to make arrangements. Guidelines for documentation of the applicable disability should be printed out.
3. Wait for notification from the Career and Counseling Center that acceptable documentation has been received and accommodations can now be approved.
4. Meet with the Career and Counseling Center Staff to complete the intake and create the Accommodations plan. This plan outlines the accommodations to be provided and must be issued at the beginning of each semester.
5. It is the student's responsibility to deliver the notices to each class instructor to obtain their signature and to return the signed accommodations plan to the Career and Counseling Center.
6. Notices to the instructor must be obtained again at the beginning of each semester.

Links with additional Disability Services information:

- Department of Education (<http://www.ed.gov>)
Links to reports on all aspects of the organization's work, including student aid, legislation, statistics, school locator, and much more.
- Americans with Disabilities Act - ADA (<http://www.ada.gov/>)
ADA home page.
- Association on Higher Education and Disability - A.H.E.A.D. (<http://www.ahead.org>)
The site provides information regarding education, disability, and access.
- Office for Civil Rights (<http://www.ed.gov/about/offices/list/ocr/>)
Informs the mission of the OCR and personal rights.
- Disability Access Information and Support (<http://www.daisweb.com/>)
Provides disability access information and support.
- HEATH Resource Center (<http://www.heath.gwu.edu>)
Education links for students with disabilities.
- Learning Disabled (<http://www.ldonline.org/>)
Information site for parents and teachers on LD services.
- Learning & Study Strategies (<http://www.muskingum.edu/~cal/database/>)
The website provides learning and study strategies for students.
- Learning Style Link (http://www.metamath.com/multiple/multiple_choice_questions.html)
Questionnaire to aid the student in identifying their learning style.
- AD/HD (<http://www.additudemag.com/>)
Online magazine for parents and children with ADD.



For more information about Halifax Community Colleges Disability Services please contact:

Barbara W. Plum, MSW
Director of Counseling and Career Services
Halifax Community College
PO Drawer 809
100 College Drive
Building 300, Suite 323, Office 325
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Phone (252) 536-7207 * Fax (252) 538-4311

The Counseling and Career Center is available to students
Monday through Thursday from 8 a.m. to 5 p.m.

