Central Wyoming College

Services for Students with Disabilities

Student Handbook

Contact Information:

Disability Services Office

Deb Starks, Disability Services Coordinator

2660 Peck Avenue

Riverton, WY 82501

307 855-2011

800 735-8418, Ext 2011

Fax: 307 855-2092

Student Handbook Contents

Introduction..... 1
Non-Discrimination Statement..... 1
Checklist: Getting Started at CWC..... 2
Student Responsibilities..... 3
Disability Services Office 3
Disability Services Office Mission Statement..... 3
Examples of Services Provided by Disability Services..... 3
Services NOT provided by Disability Services..... 4
Documentation of Disabilities..... 4
Academic Integrity..... 5
Confidentiality..... 5
Student Rights and Responsibilities..... 5
Requesting Accommodations..... 6
Prospective Students..... 6
Current Students..... 6
Accommodation Request Process..... 6
Testing Accommodations..... 7
Service Animals 7
Grievance Procedure..... 8
Transitioning to College..... 8
Differences between High School and College Requirements..... 9
Admissions..... 10
Academic Skills Assessments (Placement Testing)..... 10
Orientation..... 10
Advising..... 10
Residence Halls and Apartments 10
Transportation..... 11
Emergency Campus Evacuation..... 11
ABE/GED..... 11
Policy..... 11
Forms
- Initial Intake Form..... 12
- Accommodation Request Form 13
- Exam Accommodation Form..... 14
- Release of Information..... 15
- Agreement Form..... 16

Notes Page..... 17

Introduction

The purpose of this handbook is to provide current and prospective CWC students with information about campus disability services through the Disability Services Office located in the Student Success Center, Room 123E of Main Hall. This information will assist students with disabilities to have opportunities for success and the realization of their full potential equal to those of students without disabilities.

This Handbook is designed to inform and heighten awareness of services for students with disabilities, while meeting the mission of the Disability Services Office. Accomplishment of this mission involves not only knowledge, but also the ability of students to advocate for themselves in collaboration with the Disability Services Coordinator.

NON-DISCRIMINATION STATEMENT

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VI, Title IX, or Section 504 may be referred to the Executive Director for Human Resources at Central Wyoming College, 2660 Peck Avenue, Riverton, WY 82501 (307) 855-2112 or the Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights, U.S. Department of Education, Federal Building, 1244 Speer Blvd, Suite 310, Denver, CO 80204-3582, 303-844-5695, Fax 303-844-4303, TDD 303-844-3417, email OCR_Denver@ed.gov.

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age will not be tolerated.

CHECKLIST: GETTING STARTED AT CWC

ADMISSIONS (307) 855-2119

- ☐ Complete the CWC admission application. Applications are available from the Admissions Office or on the CWC web site (www.cwc.edu)
- ☐ Request official high school or GED transcripts, and official transcripts for any college attended.
- ☐ Obtain current catalog, class schedule, tuition/fee schedule and a CWC Student Handbook.

MANDATORY ACADEMIC SKILLS ASSESSMENT: All full-time students are required to take either the computerized assessment (COMPASS) at CWC or have their ACT or SAT scores sent to the college. Part-time students enrolling in math and/or English classes are required to do the same.

Testing Center in the Library (307) 855-2298

- ☐ If you need accommodations for COMPASS assessment, contact the Disability Services Coordinator at (307) 855-2011 or dstarks@cwc.edu
- ☐ Complete the COMPASS Assessment.
- ☐ Obtain assessment test results from the testing center

Assessment Test Results

English: Level _____ Score_____

Math: Level _____ Score_____

Reading: Level _____ Score_____

ADVISING AND REGISTRATION

Advising (307) 855-2223 or 855-2270

Registration & Records (307) 855-2115

- ☐ Contact an advisor for an appointment to help set up classes.
- ☐ Submit your registration to the Registration & Records Office.

DISABILITY SERVICES OFFICE

Main Hall 123E (307) 855-2011

- ☐ Contact the Disability Services Coordinator for an appointment and/or information.
- ☐ Bring copies of disability documentation to your appointment.

FINANCIAL AID

Financial Aid Technician (307) 855-2274

- ☐ Request financial aid transcripts from any college previously attended.
- ☐ Complete and submit the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov.
- ☐ Review scholarship list and complete scholarship application by deadline.
- ☐ Be prepared to cover tuition and fees by published payment date.

HOUSING

Housing Office (307) 855-2210

- ☐ Complete the housing application/roommate questionnaire and return with the reservation/damage deposit.

OTHER HELPFUL STEPS FOR GETTING STARTED

- ☐ Obtain a student ID card from the Activities Office.
- ☐ Purchase books for classes at the CWC Bookstore (ask for availability of used books, which are less expensive).

Disability Services
STUDENT RESPONSIBILITIES

The Disability Services Coordinator strives to provide support services that will help you achieve a successful educational experience at CWC. All accommodations provided must be appropriate for your documented disability. Your responsibilities as a student requesting accommodations from Disability Services are as follows:

- Provide the Disability Services Coordinator with appropriate recent documentation of your disability from a qualified professional.
- Visit with the Disability Services Coordinator **before** the beginning of **each** semester, providing a copy of your course schedule and establishing accommodations for that semester. (Accommodations are not retroactive.)
- Contact your instructors within the next week to confirm accommodations as approved by the Disability Services Coordinator and make any necessary arrangements.
- If accommodations are not provided or instructors are not cooperative, contact the Disability Services Coordinator immediately. If staff is unavailable, please leave a detailed message.
- Advocate for yourself with your instructors and take responsibility for making sure that accommodations are provided.
- Inform the Disability Services Coordinator of any changes in your schedule, program of study or personal information such as address or phone number.

Accommodations may be revoked if you fail to uphold these responsibilities.

All disability related records will be destroyed five years from the date of initial contact with the Disability Services Coordinator unless you remain actively enrolled at CWC or otherwise notify the Disability Services Coordinator in writing.

Disability Services Office

The Disability Services Office of Central Wyoming College provides confidential assistance for CWC students with documented disabilities. All disability information is considered confidential. These records are not part of the student's permanent transcript file. CWC has the right to deny accommodations or services without the provision of appropriate documentation of disability. All services are provided free of charge to CWC students.

The Disability Services Office maintains information on disability issues, ADA facts and regulations, tips for college students with ADD and/or learning disabilities.

The Disability Services Office is located in Student Success Center in Room MH-123E.
Students who have questions or wish to make arrangements for disability services should call (307) 855-2011 for an appointment or e-mail dstarks@cwc.edu.

Disability Services Office Mission Statement

The Disability Services Office provides confidential assistance for students with a documented disability to help maximize independence and encourage integration into all areas of college life.

Examples of Services Provided by the Disability Services Office

Appropriate services and accommodations are determined on a case-by-case basis between the Disability Services Coordinator and the student. The services and accommodations are dependent upon the student's documentation, the disability and the courses involved.

- Accessible parking
- Testing accommodations
    - Reader/taped test
    - Scribe
    - Extended time
    - Distraction-reduced environment
- Calculator
- Seating accommodations
- Tutoring
- Alternative format textbooks
- Tape recorders for lectures
- Note-takers
- Sign language interpreters

Services NOT provided by the Disability Services Office

Services that **cannot** be provided include personal attendants, individually prescribed devices, readers for personal use or study, or other devices or services of a personal nature such as typing or a tutor outside the Student Success Center. If students need any of these services, they are responsible for providing and paying for these services.

Documentation of Disabilities

CWC has established Documentation Guidelines that set standards for appropriate and acceptable documentation of disabilities. Documentation must be provided by an appropriate professional and requires the following:

- Diagnosis of the student's current disability
- Date of the diagnosis
- How the diagnosis was reached
- Credentials of the professional
- How the disability affects a major life activity
- How the disability affects the student's academic performance

The documentation must provide enough information so that the student and the Disability Services Coordinator can determine appropriate academic adjustments and accommodations.
If a student does not have documentation of his or her disability or the documentation provided does not meet the Documentation Guidelines set by CWC, it is the responsibility of the student to pay for or find funding to pay for an appropriate professional to document the disability and the need for accommodations. The Disability Services Office does not provide diagnostic testing.

Academic Integrity

While reasonable academic adjustments and accommodations often involve differences in specific requirements and methods of evaluation, **integrity of the educational program cannot be sacrificed.** Lowering academic standards and waiving essential program requirements result in a different form of discrimination. CWC's goals and responsibilities regarding the education of students with disabilities are no different from those regarding the education of other students, even though additional accommodations and considerations may be necessary.

Confidentiality

Under most circumstances, information shared with the Disability Services Coordinator is confidential and will not be shared without the written permission of the student. It is inappropriate for faculty, staff or administrators to single out students with disabilities and discuss their personal situation with others not involved with provision of services. While disability information will not be shared, information about accommodations will be shared as necessary among the Disability Services Coordinator, CWC instructors and staff, and outreach campuses via oral and written communication, such as letters, phone, e-mail and fax.

Student Rights and Responsibilities

Unlike elementary and secondary education, students in post-secondary education are responsible for requesting accommodations. Students with disabilities also have the following rights and responsibilities:

- CWC has Policies and Procedures for requesting services related to disabilities. Students are responsible to know and follow these procedures.
- Students initiate all requests for services and/or accommodations at the Disability Services Office.
- Submission of documentation is not a request for services.
- Students need to meet with the Disability Services Coordinator for an intake appointment and discussion about their disabilities and the accommodations they are requesting.
- An Individualized Education Plan (IEP), 504 Plan, or General Education Initiative from a secondary school does not provide thorough enough information for the documentation of disability and provision of needed accommodations.
- Students need to give advance notice of needed accommodation(s) 30 days prior to the beginning of the semester.
- Disability-related records will be used to determine appropriate services and will be maintained in the Disability Services Office, separate from academic records.
- All students have the right to equal access to all programs, services and activities at Central Wyoming College.
- Central Wyoming College and the Disability Services Coordinator have the following rights and responsibilities:
    - CWC reserves the right to determine the appropriateness of submitted documentation and requests for reasonable accommodations on a case-by-case basis utilizing the professional judgment of the Disability Services Coordinator.
    - Additional information may be requested to determine eligibility for services.
    - Relevant information regarding the student's disability may be shared with those who have a legitimate educational interest.
    - All disability-related records will be destroyed five years from date of initial contact with Disability Services Coordinator, unless the student remains actively enrolled at CWC or otherwise notifies the Disability Services Coordinator in writing.

Requesting Accommodations

All students requesting accommodations must meet with DSO staff and provide appropriate documentation of his or her disability. **Accommodations may not be available at the beginning of the semester if they are not requested approximately 30 days before classes begin.**

Prospective Students

Students interested in attending CWC should contact the Disability Services Office for information regarding available accommodations, make an appointment to fill out intake information, provide disability documentation and discuss possible accommodations. Students also may contact the Disability Services Coordinator for information at (307) 855-2011 or at dstarks@cwc.edu.

Current Students

Students currently attending CWC who want to request accommodations should make an appointment with the Disability Services Coordinator to fill out intake information, provide disability documentation and discuss possible accommodations. To continue accommodation services, students must schedule an appointment with the Disability Services Coordinator approximately 30 days prior to the CWC course start date **each** semester.

Accommodation Request Process

• *Initial Intake* or *Intake Update* forms must be completed by the student.
• Enrolled students must provide a copy of their schedules **each** semester when requesting accommodations. Accommodations will not be provided if they are not requested **every semester**.
• Approved documentation of the student's disability must be placed on file in the Disability Services Office. Copies of IEPs are NOT appropriate documentation.
• Reasonable accommodations shall be determined on an individual case-by-case basis between the Disability Services Coordinator and the student.
• An *Accommodations Request Form* must be signed by the student. The original will go on file in the Disability Services Office, and a copy will be sent to the appropriate instructors advising them of the student's accommodations.
• Students using CWC assistive equipment will be required to sign an *Equipment Checkout & Policy Agreement* Form. Students will be held responsible for the full repair or replacement cost of equipment damaged or lost due to negligence. Failure to pay this debt will result in blocked registration, holding of student transcripts and legal action if necessary.
• CWC will not be held responsible for equipment malfunction, maintenance services or unattainable contracted services. Every effort will be made to provide alternate accommodations.
• The Disability Services Coordinator will attempt to contact students if it is necessary to adjust, add and/or remove accommodations.
• Students should check inside each of their classrooms and notify the Disability Services Coordinator of any access problems.

Testing Accommodations

Students with disabilities have the legal right to a case-by-case determination of accommodations for testing and assessment. Examinations must evaluate the student's knowledge and achievement rather than limitations resulting from their disability. Accommodations stated on the *Accommodation Request Form* from the Disability Services Coordinator will depend upon the nature and degree of the limitations resulting from the disability, the nature of the course material, the type of test, and the abilities of the student to use alternative test-taking methods.

Service Animals

The American with Disabilities Act (ADA) defines a service animal as an animal that is individually trained to perform tasks for people with disabilities such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. Service animals are not pets, but working animals. Service animals perform some functions and tasks that persons with a disability cannot perform himself/herself. Animals are considered "service animals" under the ADA, if they meet this definition, regardless of whether they have been licensed or certified by a state or local government. Therapy animals are not considered service animals.

Some students with disabilities use service animals to allow greater independence and mobility. The following guidelines apply to service animals at CWC:

• A service animal is allowed to accompany an individual with a disability to most areas on campus where students are normally allowed to go.
• An individual with a service animal may not be segregated from other students.
• A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health and safety of others.
• A service animal may be excluded from a facility, including a classroom, if that animal's behavior, such as barking, is disruptive to the other participants within the facility.
• If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation with accommodations or may withdraw from the class.
• The service animal must be clean, in good health, with current rabies vaccines.
• Service animals must be on a leash at all times.
• Service animals are required to wear a vaccination tag at all times.
• All owners and or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on campus.

Grievance Procedure

Grievances related to disability issues may be filed under the Student Grievance Process, which can be found in the CWC Student Handbook.

Transitioning to College

Coming to college is a big step for everyone, whether he or she has just completed high school or is returning to school after several years. There are several things students can do to make the transition easier, and we can help you along the way. Here are some things students **must** know:

• **The student** is responsible for requesting services and accommodations from the Disability Services Coordinator.

• **The student** must provide acceptable documentation of his or her disability before any services can be provided.

• **The student** is an adult, and all his or her information will be confidential, even from his or her parents and spouse without written consent.

• **The student** is responsible for reporting any problems to the Disability Services Coordinator.

Several resources are included in an article called “Secondary to Postsecondary Education Transition Planning for Students with Learning Disabilities.” The article is available at www.ed.gov/about/offices/list/ocr/transition.html

Differences Between High School and College Requirements

	High School	College
Class Time	Six hours a day for 180 days = 1080 total hours	Twelve hours a week for 32 weeks = 384 total hours.
Study Time	One or two hours a day (much homework is done in class).	Two hours of study per credit hour = three or four hours per day.
Tests	Given weekly or at the end of a chapter; frequent quizzes.	Given two to four times per semester or at the end of a chapter unit.
Grades	Passing grades guarantee you a seat.	Satisfactory academic standing = C's and above; entry into programs is competitive.
Teachers	Often take attendance; may check notebooks; put information on board; impart knowledge and facts.	Rarely take attendance or teach from the textbook; often lecture non-stop; require library research. The student is responsible for information from books, lectures and research.
Freedom	Usually structured; limits are set by parents, teachers or other adults.	The student must decide: Should I go to class? Can I make it on four hours of sleep? Can I skip studying today?
Reading	The reading requirements for most classes can be done with minimal outside work.	College is a reading-intensive environment; analytical reading skills are necessary. If books in alternative format are needed, the student must communicate with the disability services office.
Disability Services	The school has the responsibility to find those who need services and provide those services.	The school has the responsibility to provide services after the student presents documentation of need and requests specific services.
Self-Advocacy	Few opportunities; legal structure makes it difficult for students to take control of their services.	Required: The Office of Civil Rights has ruled that colleges can ask students to assist in the setting up, maintenance and day-to-day management of services.
Tutoring	Often provided as part of support services during the school day; free, individualized and personal; often reiterates or re-teaches class material.	By law, tutoring is considered homework assistance, and colleges are not financially responsible; most colleges provide limited tutoring or drop-in labs; not individualized; the best use of these services requires the student to attempt the homework then come to the lab or tutor with specific questions.
Consistency of Services	Most high schools offer similar services, and the way to access those services is the same.	Each college or university has its own mission, and the services offered reflect the mission; some colleges offer more student support than others; students should shop wisely for the institution that not only offers the courses they want but also offers services with which they feel comfortable.

Adapted from Promoting Postsecondary Education for Students with Learning Disabilities, by Loring Brinkerhoff, Stan F. Shaw, & Joan M. McGuire; p. 6; 1993; PRO-ED, Texas, USA.

Admissions

All students must apply to become CWC students. This is done through the Admissions Office or online at www.cwc.edu. Admissions can be reached at (307) 855-2119 or (800) 855-8418 Ext. 2119. Applicants must fill out an admissions application. The Admissions Office can send copies of the college catalog and course schedule, which are also available on the college website at www.cwc.edu.

Academic Skills Assessments (Placement Testing)

All students must take untimed computerized tests (COMPASS) in English, math and reading or provide their SAT or ACT scores. Students with disabilities may receive accommodations when taking the placement tests if arranged in advance with Disability Services. The purpose of the assessments is to decide what courses students are eligible to take. College courses have prerequisite skills that students must demonstrate before they can be admitted into the class. The assessments indicate students' prerequisite skills.

Orientation

Be sure to attend New Student Orientation. This is an excellent way to learn about CWC and know what to expect. It helps you become familiar with all the services available at CWC such as the CWC Library, the Student Success Center, the Food Court, counseling and advising services that will make your college experience much more positive.

Advising

Students with disabilities are encouraged to work with both the Disability Services Coordinator and their academic advisors for their major when developing semester schedules. However, they are **not** required to meet with the Disability Services Coordinator before registration.

Selection of courses and course load may be impacted by the student's disability, and disability is a factor that **must** be considered. The key is to make course selections that consider strengths and limitations of each student in order to balance the academic demands of each semester. For example, students who must rely on listening to alternative format reading materials should balance their reading-intensive courses with courses that do not require as much reading in a given semester. Students must also consider physical disabilities when planning class schedules to allow for sufficient travel time between classes.

Residence Halls & Apartments

The Mote and Residence Halls are available to CWC students and include ADA-accessible rooms. CWC has two separate apartment buildings, East and West Apartments. ADA-accessible apartments are available on a space available basis. Contact the Housing Office at (307) 855-2210 for more information about availability and cost.

Transportation

Wind River Transportation Authority Bus Lines (WRTA) provides daily bus service to and from CWC and Riverton, Hudson, Lander, Ft. Washakie, Ethete, and Kinnear. WRTA can be contacted at (307) 856-7118.

Emergency Campus Evacuation

Students with disabilities are strongly encouraged to discuss with the Disability Services Coordinator the process for leaving their CWC classroom and/or the CWC campus in the event of a campus-wide emergency evacuation. If students are in need of physical assistance in the event of an emergency evacuation, they are responsible for notifying a CWC staff or faculty member, or the person nearest them of this need.

ABE/GED

The Adult Basic Education/General Education Development program helps adult students who do not already have a high school diploma obtain a GED degree. The program also assists adults who want to improve their academic and job skills. The ABE/GED Office is located in AW-128. Call (307) 855-2193 or (800) 735-8418, ext. 2193 for office hours.

Policy

Individuals with Disabilities Requesting Accommodation Services

Central Wyoming College does not discriminate against qualified individuals with documented disabilities in the recruitment, admission, or employment of students; the recruitment and employment of personnel; and the operation of any of its programs and activities, as specified by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Americans with Disabilities Amendments Act of 2008 and the regulations adopted under these laws. Students with documented disabilities requesting accommodation services should do so through the Disability Services Office.

CWC Disability Services Initial Intake

First:_____MI___Last_____
Date_____ Student ID # or Last Four #'s of SS_____

Local Address/Permanent Address
_____
_____
_____
Local Phone ( )_____ - _____ Cell Phone( )_____-_____ E-Mail_____

Personal Data
Birthdate:_____/_____/_____ Male_____ Female_____

Ethnic Origin:

___ Black or African American
___ Hispanic/Latino
___ Caucasian or White
___ Native Hawaiian or Pacific Islander
___ Native American or Alaskan Native
___ Asian
___ More than one ethnic origin
___ Other_____

Are you a Wyoming Division of Vocational Rehabilitation client? ____Yes ____No
Counselor's Name_____.
Are you a Veteran ___Yes ___No

Documentation Information
Do you have documentation for your disability/disabilities? ___Yes ___No
Will you provide a copy of this documentation? ___Yes ___No

ACCOMMODATIONS CANNOT BE PROVIDED WITHOUT DOCUMENTATION.
Describe primary disability_____
_____
Describe other disabilities_____
Who referred you to the Disability Services Office?_____

Academic Data
What are your educational goals?
___ Certificate of Completion ___Associate's Degree ___Bachelor's Degree

___ Job Training ___Personal Interest/enrichment

Major/Program of Study_____ When was your first semester at CWC?____
What is your academic status? ___Freshman ___Sophomore
Have you received career counseling or advising? ___Yes ___No

03/24/15

Central Wyoming College

Disability Services

ACCOMMODATION REQUEST FORM

Name:_____ Date:_____

Email: _____ Phone:_____

Semester: Fall ☐ Spring ☐ Summer ☐ Documented ☐ Not documented ☐

Requested Accommodations

Classroom modifications/accessibility:
☐ Table
☐ Wheelchair accessible desk
☐ Use of elevator
☐ Regular chair
☐ Other _____

Communication:
☐ Listening device
☐ Sign language interpreter
☐ Oral interpreter
☐ Other _____

Print materials:
☐ Enlarged print handouts/tests
☐ Textbook on tape
☐ Reader
☐ Closed Captioned TV
☐ Specific paper color
☐ Other _____

Note taking:
☐ Taped lectures
☐ Note taker in classroom
☐ Tape recorder
☐ Other _____

Exams and written assignments:
☐ Voice recognition computer
☐ Individualized testing
☐ Extended test time
☐ Individ. assistance in [ ] reading, [ ] writing
☐ Scribe for tests
☐ Non-scantron test (allow student to mark on test)
☐ Other _____

Instructional Aides
☐Peer Tutoring
☐Other_____

CLASS	INSTRUCTOR NAME & SIGNATURE	DAYS	TIME	ROOM

I understand that is it the discretion of Central Wyoming College's Disability Coordination to determine what accommodations are appropriate.

_____ _____
Student's Signature **Date**

_____ _____
Disability Coordinator's Signature **Date**

Central Wyoming College

Disability Services

307 855-2011

Exam Accommodation Form

To be completed by Disability services, the student and instructor, signed and returned to the Disability Services office five(5)days prior to the first exam in this class.

Student Name:_____ Class and Section:_____

Instructor:_____Semester/Year:_____

The above named student has a documented disability and is registered with the disability Services Office. One of the disability-related accommodations approved for this student is "Alternative Testing." In accordance with Federal guidelines, examinations or other procedures for evaluating the achievements of students with disabilities should be adapted to measure what students have learned through course work or other activities even if the method of evaluation must be modified in order to accommodate the student's specific disability.

Approved Accommodations:

Extended Testing Time	Testing Conditions	Equipment
☐ Time and a half	☐ Private Room	☐ Computer/Word Processor
☐ Double Time	☐ Reader	☐ Tape Recorder
☐ Other _____	☐ Scribe	☐ Electronic Speller/Dictionary
	☐ Interpreter	☐ Other_____
	☐ Other_____	

Disability Services Signature: _____

Student Signature: _____

FOR INSTRUCTOR USE ONLY.

Instructors please read and fill out the following.

Please check a test circulation method:

☐ The instructor will provide an appropriate room for testing purposes.

☐ The instructor will deliver exams using: E-mail, campus mail, fax.

☐ The instructor will personally deliver each exam to the Testing Center prior to the test time.

☐ Disability Services personnel will pick up the exam and deliver it to the location listed below.

☐ Other: _____

Test pickup and return location information:

Contact person:_____ Phone number:_____

Pick-up location:_____ Drop off location:_____

Student is allowed to use the following for exam:

☐ Class notes	☐ Note cards	☐ Open book
☐ Calculator	☐ Word Processor	☐ Other_____

Instructor Information:

Office Room #_____ Office Hours:_____ Phone #_____

Instructor's Signature:_____ Date:_____

11/2014

Central Wyoming College

Disability Services Release of Information

I give my permission to the Disability Services Office to release a list of classroom accommodations to the professionals listed below. Classroom accommodations will be shared on an as-needed basis and will be handled in a confidential manner.

- Instructors
- Academic Advisor
- Peer Tutor Coordinator
- College Learning Center
- Other _____

Student's Signature _____ Date _____

*****Permission to release information may be withdrawn by the student at any time by submitting written notification.**

Agreement Form:

I, _____, have received copies of the **CWC Student Handbook** and the **Disability Services Student Handbook**. I agree to abide by and uphold CWC's Student Disciplinary Code as well as the Disability Services *Student Responsibilities*. I understand my accommodations may be suspended or revoked if I fail to do so. I also understand the Confidentiality Statement in the handbook. Furthermore, I understand that my disability-related records will be maintained for five years from the time of initial contact with Disability Services and then destroyed unless I am still actively enrolled at CWC, or otherwise notify Disability Services in writing.

_____ _____

Student Signature Date

Notes