# DISABILITY SUPPORT SERVICES


#  APPLICATION

The Disability Services Office provides educational accommodations at Union County College. The Disability Services Office determines and documents reasonable accommodations and works to ensure that all students with documented disabilities receive reasonable accommodations in accordance with the policies underlying Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. **Students receive services and accommodations while completing regular course offerings, and all students are held to the same academic standards of the college.**

# Student Information:

First Name: Middle Initial: Last Name:

Student ID # School Email: @owl.ucc.edu

Street:

City: State: Zip Code:

Home Phone: Cell or Other Phone:

Status: New Student Current Student Transfer Student Visiting Student

Enrolling for which Semester and Year: Fall Spring Summer I Summer II **Year:**

**I wish to apply for Disability Services. *(No Application Fee Required)***

**PREFERABLE DEADLINE: Fall - August 1 / Spring - December 1 / Summer April 15** If deadlines are not met, accommodations may not be in place for the start of the semester

Disability Services includes the following:

* Classroom and testing accommodations **only**

# BACKGROUND INFORMATION

Please share some information with us in order to help us understand and best meet your support needs. This information is CONFIDENTIAL and will not appear anywhere on your college record.

1. High School Name: Graduation Year:
2. What is your intended Major?
3. What is your Career Goal?
4. Which best describes your high school experience? (Check only **one**).

Fully mainstreamed in all classes (no resource classes)

Partially mainstreamed with Resource Center support

Used accommodations only (Section 504)

Special education school/self-contained class

Received no special support

Home Schooled

1. Which best describes your educational goals? (Check only **one**).

Obtain degree/certificate from Union County College

Obtain degree from Union County College then transfer to a 4-year college

Upgrade your basic skills

Take courses to upgrade employment related skills

Take Continuing Education Classes

1. Which best describes your type of disability? (Check **all** that apply).

ADD or ADHD Specific Learning Disability

Speech Disability Orthopedic Disability

Deaf-Blind Visual Disability

Blind Hearing Disability

Deaf Psychiatric/Emotional Disability

Communication Disability Traumatic Brain Injury

Autism Spectrum Disorder Intellectual Disability

Medical (Describe)

Other Disability (Describe)

1. Please check all of the reasonable accommodations you are requesting. (Please understand that checking an accommodation does not guarantee you will receive it).

 Enlarged Font for Materials

 Use of a Scribe/Reader for Exams

 No Scantron Forms

 Permission to Record Lecture

 Book in Alternate Format(Audio/Electronic)

 Use of Computer for Notes/Exams

  Sign Language Interpreter

 Screen Reader/Reading Software

 Reduced Distraction Testing Room

 Four Function Calculator

 Extended Time on Exams/Quizzes

 Spelling Aids

1. Are there any other accommodations not listed above that you would like to request?

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1. My disability may cause me to violate school code of conduct as stated in the student handbook on pages 16 to 22.

Yes No

“The following principles are part of the collective expectation of students who chose to attend the College:

* Civility—Members of a college community shall interact with others in a courteous manner.
* Ethical Behavior—There is an obligation to aspire to a set of principles and values that demonstrate a commitment to fairness, honesty, integrity, empathy and achievement.
* Morality—Members of a college community commit to the ideals of appropriate conduct. This lifestyle seeks to harm no one. Group behavior that promotes mutual respect.
* Respect—Members of a college community should hold one another in high regard. When the conduct of any member of the college community falls outside the bounds of appropriate behavior, that member can expect the community to hold them responsible.”

#  PERMISSION TO EXCHANGE INFORMATION PRIOR TO ENROLLMENT

I give permission to Union County College to discuss my application, disability documentation, and educational needs with my parents, my high school personnel, creators of my disability documentation, my previous college’s personnel, and/or agencies from whom I am receiving disability related services.

# In compliance with FERPA laws, this does not include discussion of any information concerning the student once the student is enrolled at the college.

**Yes,** I give permission.

**No,** I do not give permission.

Student’s Signature: Date:

# Mail, Fax, or Email this application to:

Disability Support Services

Union County College

1033 Springfield Avenue

Cranford, NJ 07016

karen.cimorelli@ucc.edu

Phone - 908-709-7164

Fax- 908-497-4340

**APPLICATION PROCEDURE**

1. **Disability Services Application:**
	* Forward the Disability Services Application with all required documentation to the **Disability Support Services Office** as early as possible.

# Union County College Admissions Application:

* + You must also apply to the Admissions Office. You may apply online at: www.ucc.edu or download a paper application and forward by mail.
	+ Ask your Guidance Counselor to send an **Official High School Transcript** to Admissions.

# Contact the Child Study Team:

* + Request documents from the child study team at your high school. Usually this will include your IEP, educational evaluation, and psychological evaluation.
	+ Ask the child study team to forward this information by mail, fax or email to the address listed below.

# PLACEMENT TESTING

1. Once your disability file is complete, **a letter from the Disability Services Office will be sent to your home regarding your eligibility for accommodations.**
2. Once you receive your letter, email the Disability Services Office to obtain your accommodation form for the placement test.
3. **PLEASE NOTE:** The Admission Office will also send you a letter regarding the Placement Test. **Please wait until you receive the letter from Disability Support Services Office**. You must take your Placement Test with the **accommodation form from Disability Support Services** in order to receive accommodations.

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