

Disability Services



Eligibility

Students are eligible for reasonable accommodations and support services based on individual needs and the disability documentation provided by the student. The College shall provide reasonable accommodations to otherwise qualified individuals with disabilities, unless doing so would fundamentally alter the nature of the programs, services, opportunities, facilities, or activities, or create an undue burden.

What are accommodations?

An accommodation assists in your ability to learn and is intended to level the playing field when educational limitations are present. Individualized accommodations are approved by the ADA Coordinator/Personal Counselor in collaboration with YOU and are based upon educational limitations resulting from your documented disability.

Documentation

If you have concerns about having or obtaining the appropriate documentation, talk to your ADA Coordinator/Personal Counselor. They may be able to connect you with resources for an evaluation, diagnosis, and documentation .

Confidentiality

Berkeley College maintains confidentiality of all student disability-related records. No record of Disability Services or academic accommodations are contained in any academic or job placement file.

Rights and Responsibilities

All students with disabilities have certain rights when it comes to ensuring equal access to academics, services, facilities, and programs at college. Berkeley College has developed a student rights and responsibility document to assist you in understanding your disability-related accommodations. This document will be reviewed with you during your initial appointment. Please review at: <http://BerkeleyCollege.edu/disability-services.htm>

WE CAN HELP!

DIRECTOR OF DISABILITY SERVICES

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ADA COORDINATORS/PERSONAL COUNSELORS

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Important Steps for Registration:

1. Schedule an appointment with one of the ADA Coordinators/Personal Counselors.
2. Complete an Application for Disability Services and Accommodations with the ADA Coordinator/Personal Counselor.
3. Provide current (within 3 years) documentation of a diagnosis from a licensed professional, along with that professional's recommendations for appropriate accommodations to the ADA Coordinator/Personal Counselor. You can discuss this process with them, and they will be happy to guide you.

Application Guidelines

The student with a disability is required to fill out and sign an **Application for Disability Services and Accommodations form**, which can be found on the Disability Services website located at <http://BerkeleyCollege.edu/disability-services.htm>. The application includes a section requiring medical and/or psychological documentation, supporting the claim of disability, from a licensed professional. The medical and/or psychological documentation (e.g., reports, clinical notes, evaluation, etc.) must be no older than 3 years. In addition, the medical and/or psychological documentation must include the following:

1. Diagnosis of the disability
2. Severity of the diagnosis
3. Functional limitations of the disability
4. Treatments provided for the disability
5. Recommendations for successful learning
6. Must have accommodations

Once a completed application is submitted, the College will enter into a prompt interactive process with the student, in an effort to assess how accommodations may allow the student an equal opportunity to participate in school programs and activities.

Once a decision has been made, the accommodation determination shall be provided to the student in writing, and shall describe, and specify the duration, of any approved accommodation.

DISABILITY SERVICES MISSION STATEMENT

Disabilities Services at Berkeley College empowers students with disabilities to achieve lifelong success in dynamic careers by working one on one with students and by working with all staff and students to make Berkeley College an accessible and innovative learning environment.

WHY REGISTER?

It is recommended that students with disabilities register with Disabilities Services even if they have no immediate plans to use approved accommodations. This will allow for quick implementation if they are needed in the future, and students may qualify for academic accommodations and advocacy that can help them improve their performance in the classroom and internship site.

HOW TO REGISTER

Berkeley encourages any student or applicant with a disability, who seeks reasonable accommodations, to submit an appropriate request and supporting documentation, as soon as the need becomes apparent, so that the circumstances may be evaluated in a timely manner. Individual requests for accommodations may be referred to the specific campus ADA Coordinators/Personal Counselors. Contact information is located on the front of the flyer.