## **Disability Services**

## MOHAWK VALLEY COMMUNITY COLLEGE UTICA AND ROME, NEW YORK

MEMORANDUM Fall 2014

TO: Department Heads

Faculty

From: Tamara Mariotti, Coordinator of Disability Services

RE: Identifying Students with Disabilities

Each semester we ask faculty to make an announcement asking students with disabilities to self-identify. This enables us to assess the disability-related needs of these students and take whatever steps are necessary to ensure that those needs are met.

Please make this or a similar announcement to each of your classes at the beginning of the semester. You should also include this statement on your course outline/syllabus in order to be sure that we reach those students who may have missed the class announcement:

I would appreciate hearing from anyone in the class who has any type of disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) which may require some special accommodation. Please see me during my office hours so that we can discuss your needs. Before services can begin, you must also contact the Disability Services Office, 792-5644, in Room 104H of the Payne Hall Building on the Utica Campus. (For classes on the Rome Campus, students should be referred to the Student Services Office, PC A30, 334-7744). Staff members will review your documentation, determine your eligibility for accommodations, and decide what those accommodations will be.

If you plan to show uncaptioned DVDs or require the use of any uncaptioned audio/visual materials, please also include the following statement:

Uncaptioned educational DVDs and/or other uncaptioned audio-visual materials will be shown in this class. Anyone with a hearing disability should discuss this with me during office hours.

[Note: If someone responds to this part of the statement, please contact DSO to discuss options.]

In most instances, accommodations can easily be made (special seating, help finding note takers, permission to record classes, time extensions on tests, etc.). You may want to arrange to confer with staff directly regarding those students with more complex needs. We will be happy to work with you to make whatever arrangements are necessary.