From the PCC Disability Resources Office:

[Link to Disability Resources](http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b8A24456B-00E9-4B28-A5F1-5A36A0403321%7d&NRORIGINALURL=%2fCampusResources%2fDisabilityResources%2fDisabilityRights.htm&NRCACHEHINT=NoModifyGuest#rights)

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| Rights and Responsibilities |
|    | * **Understand** [**your rights**](http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b8A24456B-00E9-4B28-A5F1-5A36A0403321%7d&NRORIGINALURL=%2fCampusResources%2fDisabilityResources%2fDisabilityRights%2ehtm&NRCACHEHINT=NoModifyGuest#rights) **as a student with a disability**
* **Understand** [**your responsibilities**](http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b8A24456B-00E9-4B28-A5F1-5A36A0403321%7d&NRORIGINALURL=%2fCampusResources%2fDisabilityResources%2fDisabilityRights%2ehtm&NRCACHEHINT=NoModifyGuest#Responsibilities) **as a student with a disability**
* **Understand the** [**Letter of Accommodation**](http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b8A24456B-00E9-4B28-A5F1-5A36A0403321%7d&NRORIGINALURL=%2fCampusResources%2fDisabilityResources%2fDisabilityRights%2ehtm&NRCACHEHINT=NoModifyGuest#Letter) **process**
* [**Checklist**](http://www.pueblocc.edu/CMSInternet/Templates/Secondary.aspx?NRMODE=Published&NRNODEGUID=%7b8A24456B-00E9-4B28-A5F1-5A36A0403321%7d&NRORIGINALURL=%2fCampusResources%2fDisabilityResources%2fDisabilityRights%2ehtm&NRCACHEHINT=NoModifyGuest#Checklist)**of Student Responsibilities**

**Student Rights**Students with disabilities have rights granted by two civil rights laws.  These laws are the [**Americans with Disabilities Act (ADA)**](http://www.usdoj.gov/crt/ada/adahom1.htm) and [**Section 504 of the Rehabilitation Act**](http://www.dol.gov/dol/oasam/public/regs/statutes/sec504.htm)**.**  Basically, these laws provide students with the following rights at college:* the right to equal access to post-secondary education
* the right to non-discrimination
* the right to appropriate and reasonable accommodations based on each student’s individual disability and how it affects learning
* the right to have information about the student’s disability kept confidential.

**Student Responsibilities**If you are a student with a disability **and you want to request accommodations for your disability**, you have the following responsibilities: * the responsibility to disclose your disability, or tell the Disability Resources Advisor you have a disability
* the responsibility to provide PCC with adequate documentation of your disability (for information on what constitutes adequate documentation, see PCC brochure *“Documentation and Accommodations”*)
* the responsibility to meet with the Disability Resources Advisor at the beginning of each semester during which you are seeking accommodations to set up appropriate accommodations
* the responsibility to meet the academic and conduct standards in place at PCC.

**Accommodations*** are a change in how things are usually done, and may be granted to a student with a disability if that disability affects their functioning in college.
* provide students with disabilities an equal opportunity to participate in school.
* must be appropriate and effective for each individual.
* must be provided at no cost to students with disabilities.
* cannot fundamentally alter a program or course.
* cannot lower or change the academic or conduct standards of PCC.
* cannot cause an undue burden.
* will not be provided without adequate documentation.
* do not include personal services such as assistance with dressing, eating or personal hygiene.
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**The Letter of Accommodation Process**Any student at PCC who: 1. Discloses a disability to the Disability Resources Advisor2. Presents the Disability Resources Advisor with adequate documentation of the disability.3. Requests accommodations that are appropriate for the effects of the disability, will receive a **Letter of Accommodation (LOA)**. The Disability Resources Advisor writes the LOA, which states the necessary accommodations for each course. The LOA does not state what disability the student has. When the student is requesting accommodations that involve the instructor or the classroom setting, the student must share a copy of the LOA with that instructor for the accommodations to be implemented.  For example, if the student has an approved accommodation of extended test time, the instructor will not be able to provide extended test time without a copy of the LOA. **Accommodations will not be provided without a Letter of Accommodation (LOA.)****Checklist of Student Responsibilities**1. Notify the Disability Resources Advisor 2. Provide Documentation 3. Request Accommodations 4. Obtain a Letter of Accommodation (LOA) 5. Share the Letter of Accommodation (LOA) with All Appropriate Persons 6. Meet Academic and Conduct Standards  Answers to questions about being a student with a disability at PCC may be found by talking with a member of the Disability Resource Team. Many accommodations are available, and PCC staff are able and willing to assist you in any challenges you may face as a college student with a disability |   |  |  |
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| Accommodations Available at PCC |
|    | **Dragon NaturallySpeaking** is a basic word processor that the student can control by voice commands. Dragon NaturallySpeaking can be used to compose e-mail messages, create reports, draft letters, edit proposals and more, just by speaking. **Dvorak keyboards** are for students who have the use of only one hand. The keyboard layout is changed to make the most used keys easier to reach. **Half-QWERTY keyboard** another keyboard for students who have the use of only one hand. The keyboard works well for someone who already knows how to type. **The Ergonomic mouse**, various mice are available to be used by students, students who may have Carpal Tunnel Syndrome or other orthopedic injuries that would cause them pain to use a regular mouse. **IntelliKeys keyboard** has many built-in features for people with disabilities. With IntelliKeys, the student can adjust the responsiveness of the keyboard, the way the SHIFT and other modifier keys work, the repeat settings, the speed of the mouse, the function of the indicator lights and much more.  **JFW** (JAWS for Windows) is a screen reader. JAWS stands for Job Access With Speech. It will read almost everything on the screen to a visually impaired or blind student. The voice can be modified to change pitch, volume, speed and voice. There are many keyboard commands to learn and everything must be done by keyboard. **Microsoft Natural keyboard** is an ergonomic keyboard. Students with orthopedic disabilities may find this to be an easier keyboard to type on.  **Read and Write** is a program designed to help people with Learning Disabilities. It helps with spelling and will read your text to you. It also does word prediction. It is used with a word processing program like Microsoft Word. The use of any software or hardware by the Computer Access Center does not constitute an endorsement of a solicitation to purchase. **Additional Accommodations****Accommodations for taking classroom notes:**          Audio tape class session; student then transcribes notes for him/her self          Volunteer note-taker          20/20 pens, large lined paper or NCR paper          Notes/handouts transcribed to Braille **Alternate text format:**          Books available on CD (must use computer to access)         Brailled text          Magnifier for reading text          Enlarged handouts or test         Embossed/tactile images **Accommodations for taking tests**          Test is read to student by screen reader (JAWS) or an individual          Test is enlarged          Test is in Brailled          Test is audio CD         Test is taken with extended time limit          Test is taken in a distraction free environment          Test answers are written by a scribe (student dictates what is to be written) **Service Providers:**          Sign language interpreter          Classroom aide          Volunteer note taker          Reader and/or scribe   |  |  |  |
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