

# DODGE CITY COMMUNITY COLLEGE

## Policies and Procedures for Granting Accommodations for Students with Disabilities

### General

Dodge City Community College is dedicated to the belief that students with disabilities should have equal opportunity to develop and extend their skills and knowledge. We strive to maintain a least-restrictive environment and provide appropriate support services necessary to ensure your access to our educational programs. We encourage you to communicate your needs and utilize all available resources.

### Services and Accommodations Provided by DCCC

Services are dependent on the students' needs and may include assistive technology, sign language interpreters, test accommodations and preferential seating. As a resource, we also encourage the use of the Academic Success Center (ASC) for study skills and time management strategies as well as tutoring services.

### How to Receive Accommodations

1. Prior to enrolling in classes at DCCC, contact our Counselor. You will need to request accommodations in writing before the beginning of each semester. You may email [rtuxhorn@dc3.edu](mailto:rtuxhorn@dc3.edu), call 620-227-9232 or stop by the Student Union and ask for Rekala Tuxhorn.
2. Provide documentation (psychological, educational, or medical evaluations). You may submit the documentation in person or mail to:

Dodge City Community College  
Attn: Rekala Tuxhorn  
Counselor  
2501 N 14<sup>th</sup> Ave  
Dodge City, KS 67801

3. After you have arranged your schedule for the semester and prior to the first day of classes, provide a copy of your granted accommodations letter given to you by the Director of Admissions.
4. Arrange a meeting with each of your instructors to give him or her your accommodations letter and discuss your accommodations specific to their class. We recommend that you meet with instructors during office hours or after class as before and during class are not typically times when a teacher can give full attention to the matter.

### Testing Center Information

Our Testing Center is available from 8-5 Monday-Friday, with late night testing until 8 pm on Tuesdays. The center has a handicap accessible testing station available. If you have been granted testing accommodations (i.e. a reader, extended time), contact the Testing Center at 620-227-9357 24 hours prior to test administration.

DCCC complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973