



# ACCOMMODATION AND ACCESSIBILITY SERVICES

## A LETTER OF INTRODUCTION

Dear Student,

We would like to welcome you to our campus. We look forward to working with you.

You have identified yourself as a student who may be eligible for disability services. BBCC is committed to Section 504 of Rehabilitation Act of 1973 and the Americans with a Disabilities Act (ADA) of 1990 to provide that *“No otherwise qualified individual with a disability in the united States ... shall, solely by reason of ... disability, be denied the benefits of, be excluded from the participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”*

It is our goal to assist students with disabilities in achieving their full academic potential. We have prepared this packet to help guide you through the process of obtaining services.

Sincerely,

Rebecca Leavell  
Accommodation and Accessibility Services Coordinator  
Big Bend Community College  
Building 1400, Room 1472  
Phone: 509.793.2027 or 509.793.2035  
TDD: 509.793.2325  
Email: [aas@bigbend.edu](mailto:aas@bigbend.edu)

**A&AS**  
**Office Hours**  
**Monday-Thursday**  
**7:30am - 4:30pm**  
**Friday**  
**7:30am - 2:00pm**



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BBCC complies with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. BBCC is free from discrimination in the recruitment, administration, and treatment of students. The Accommodation and Accessibility Services (A&AS) office at BBCC provides voluntary and confidential support services for students with documented disabilities in one or more of the following categories: Deaf/Hearing, Speech/ Language, Blind/ Visual, Neurological/ Nervous System, Psychological/Emotional, Mobility, Learning, Chronic/Acute Health, and Temporary/Other. To ensure maximum participation by all students with disabilities, our commitment is to:

- Provide programs and facilities that are accessible to all students with disabilities
- Determine and implement reasonable accommodations and/or modifications that meet the individual needs of students with disabilities

## Contact Information

The A&AS office is located in the Administration Building, Room 1472. The telephone number for the Coordinator is 509.793.2027. To schedule an appointment, call 509.793.2035. A telecommunications device for the deaf (TDD), for incoming and outgoing calls, is available in the Admissions Registration Office, 1400 Building. The TDD telephone number is 509.793.2325.

## Obtaining Services/Procedures

Requests for disability services are processed through the Accommodation and Accessibility Services (A&AS) office. This office values a collaborative process with students and works to determine and implement reasonable accommodations and services.

1. To begin the process, students should contact the Accommodation and Accessibility Services Coordinator to request services, provide information about prior use of accommodations and services in other settings, and discuss the likely impact of the disability on the student's educational experience at BBCC.



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2. The student will be provided an intake packet. Relevant documentation from external sources may also be requested to help substantiate the disability and the student's eligibility for requested accommodations and services.
3. Once the intake packet and requested documentation has been received, the student will meet with the A&AS Coordinator to discuss eligibility for services and accommodation requests.
4. The A&AS Coordinator will prepare a Letter of Accommodation (LOA). It is the student's responsibility to provide instructors with the LOA and discuss how the accommodations will be implemented in the classroom. LOA's need to be requested by the student each quarter.
5. It is the responsibility of the student to inform the instructor and A&AS Coordinator if there are questions regarding the implementation of the approved accommodations. The A&AS office will work collaboratively to ensure implementation.

\*\* May be able to obtain documentation from the following professional providers: Psychologist, Psychiatrist, High School Records, Ophthalmologist, Audiologist, Certified Otologist, Learning Disability Specialist, Physician, and/or Nurse Practitioner

## **Medical Provider Instructions:**

1. Diagnosis of disability should be clear and specific. Include functional limitations and any recommendations of accommodations that may assist the student in the classroom.
2. Please provide information on letterhead, if possible, addressed to Accommodation and Accessibility Services.

## **Accessible Parking**

Students, staff, and visitors who have a state-issued disabled parking permit may use a state-issued disabled parking permit may use the designated accessible parking spaces in BBCC parking lots. Those who have a temporary need for accessible parking, may request a temporary disabled parking permit through the A&AS or Campus Safety offices.



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## **Disability Related Complaints**

Students with disabilities who have complaints with BBSS staff or faculty regarding disability related issues should contact the A&AS Coordinator at 509.793.2027 or the Dean of Student Services at 509.793.2077.

Additional complaint procedures are found in the Student Handbook or in AP 6112 on the BCC website.