

# Nashville State Community College

## Access Center

**Mission** Nashville State Community College is committed to offering a quality academic program to all qualified students, including those with disabilities, while strictly maintaining the academic integrity of the institution.

**Services** We assist students on all campuses who have documented physical, emotional, or learning disabilities.

We can help with

Admissions and Pre-Admissions Assessments    Communication with Faculty  
Academic Planning    Testing Accommodations  
Access Meeting    Tutoring Referrals

### Qualifying Disabilities

**Physical** Any physiological disorder or condition, cosmetic disfigurement or anatomical loss which impairs a major life activity. This includes but is not limited to seeing, hearing, eating, sleeping, walking, standing, lifting, speaking, breathing, learning, reading, concentrating, thinking, communicating or impairment of a major bodily function which includes but is not limited to functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

**Please note, this list of major life activities including the major bodily functions is not exhaustive.**

**Learning** A general term referring to significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. While learning disabilities may occur concomitantly with other conditions, they are not the result of those conditions.

**Emotional** Any emotional or behavioral diagnosis presently recognized and defined in the current Diagnostic and Statistical Manual.

### Possible Accommodations

Assistive Technology	Registration Assistance
Extended Test Time	Reduced Distraction Testing Areas
Individualized Testing	Textbooks in PDF or Digital Format
Large Print	Up-front Seating
Permission to Record Lectures	Use of Calculator
Reader Scribe	Volunteer Note Taker

*Other adjustments not listed above*

### Possible Additional Resources

The Access Center is responsible for arranging appropriate auxiliary aids when requested by qualified, registered students with advance notice. Resources may include

Read & Write Gold Software Download	ASL Interpreter or Lecture Transcription
Adaptive Keyboard and Computer Stations	CCTV Magnifier with Reader Software
Braille Embossing and Tactile Graphics	FM Sound Amplification System
Screen Reader Software	Magnification Software
Orion TI 84 Talking Calculator	VRSP 3 calls in S bldg. at Security Desk
Voice Recorder	Scanner

### See Reverse Side for Steps to Success, Documentation Guidelines, and Contact Information

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## **Steps to Success**

1. Complete Admissions application process. Send your application, high school and/or college transcripts or GED, ACT scores, and immunization records to the Admissions Office.
2. Contact the Access Center at least two weeks before classes begin. You may set up an Access Profile online at <https://yukon.accessiblelearning.com/NSCC/>. Choose the New Student option to submit information. How-to Guidelines are posted on our website: [www.nsc.edu/access-center](http://www.nsc.edu/access-center)
3. You may scan and upload documentation online into your profile, and then provide hard copies to the Access Center. Contact us to make an appointment at 615-353-3741.
4. Attend the New Student Orientation. Register at [www.nsc.edu/new-student-orientation](http://www.nsc.edu/new-student-orientation)
5. New students meet with an Advisor in K-103A as part of orientation. Returning students meet with faculty advisers during faculty office hours.
6. Contact the Office of Financial Aid, Vocational Rehabilitation, or the Bursar's Office to arrange tuition payment.
7. After you meet with the Access Center, check your online profile or email us to make sure your documentation is complete. This is necessary in order to send faculty notification letters by email.
8. Within the first week of classes, discuss the emailed accommodations with your instructors prior to deadlines for projects, homework and testing.
9. Stay in touch! Continue communicating with the Access Center regarding needs and progress through out the semester.

## **Documentation Guidelines**

A student who plans on requesting accommodations must first disclose any disabilities to this office by submitting the appropriate documentation.

### REQUIRED

Licensed, qualified, medical professional who has diagnosed your health conditions, not a family member.

Medical documentation less than 5 years old on provider letterhead to support the existence of a qualifying disability.

A clear diagnostic statement of the disability and or illness and degree of severity.

For LD and ADHD only. Neuropsychological or psycho educational assessment results which meet diagnostic criteria for specific learning disability, including evaluation instruments and procedures utilized in assessing the student.

### GOOD TO HAVE

Description of current residual symptoms and the impact the disability has on the student's functioning in a postsecondary environment. A disability must substantially limit a major life activity, like learning, or significantly restrict the condition, manner or duration under which a major life activity is performed.

Statement of the positive or negative effect of medication on the student's functioning in the post-secondary environment.

Recommended accommodations in the post-secondary setting with rationale.

## **Access Center Contact Information**

White Bridge Road Campus, Kisber Building, Room K-106

[AccessCenter@nsc.edu](mailto:AccessCenter@nsc.edu)

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