**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
- Classroom Accommodations
- Access Meeting
- Communication with Faculty
- Testing Accommodations
- 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**

<table>
<thead>
<tr>
<th>Assistive Technology</th>
<th>Reduced Course Load</th>
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<tbody>
<tr>
<td>Extended Test Time</td>
<td>Reduced Distraction Testing Areas</td>
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<tr>
<td>Tactile Graphics</td>
<td>Textbooks in PDF or Digital Format</td>
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<tr>
<td>Large Print</td>
<td>Up-front Seating</td>
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<tr>
<td>Permission to Record Lectures</td>
<td>Use of Calculator</td>
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<tr>
<td>Reader</td>
<td>Notetaking Software</td>
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*Other adjustments not listed*

**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.
- Adaptive Keyboard and Computer Stations.
- Braille Embossing and Tactile Graphics
- Screen Reader Software.
- Talking Calculator.
- Voice Recorder.

- ASL Interpreter or Lecture Transcription
- CCTV Magnifier with Reader Software
- FM Sound Amplification System
- Magnification Software
- TTY Phones (text telephone)

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

NSCC is a TBR institution, AA/EEO employer, and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by NSCC. Inquiries regarding non-discrimination policies: Director of Human Resources, Human.Resources@nscc.edu, 120 White Bridge Road, 615-353-3305. The Nashville State policy on nondiscrimination can be found at www.nscc.edu/legal/nondiscrimination-policy.
Steps to Success

1. Complete Admissions application process. Send your application, high school and/or college transcripts or G E D, A C T scores, and immunization records to the Admissions Office.

2. Contact the Access Center at least two weeks before classes begin. You may setup an Access Profile online at https://yukon.accessiblelearning.com/NSCC/. Choose the New Student option to submit information.

3. You may scan and upload documentation online into your profile, and/or provide hard copies to the Access Center. Contact us to make an appointment 615 353 3721 or 615 353 3741. Once your documentation is received, we will contact you to set up an intake interview.

4. Attend the New Student Orientation. Register at http://www.nscc.edu/admissions/new-student-orientation

5. Contact the Office of Financial Aid, Vocational Rehabilitation, or the Bursar’s Office to arrange tuition payment.

6. Check your online profile and email to review your accommodation information and communication requirements. Faculty will be notified about accommodation supports via 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 or concerns.

Documentation Guidelines

A student who plans on requesting accommodations must first disclose any disabilities to this office by submitting the appropriate documentation. Contact us with any questions or concerns.

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 (or on the provided medical documentation form) to support the existence of a qualifying disability.
- A clear diagnostic statement of the disability and or illness and degree of severity.
- For L D and A D H D 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.

ADA/ Rehabilitation Act of 1973

There are two federal laws which prohibit discrimination against individuals with disabilities: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). For more information, please visit our website: https://www.nscc.edu/current-students/on-campus-resources/access-center/americans-with-disabilities-act

Student Grievance Procedures

For more information concerning the Access Center Grievance Procedure please visit; https://www.nscc.edu/current-students/on-campus-resources/access-center/grievance-procedure

Access Center Contact Information

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