



Office of Disability Services Checklist for Faculty

- ✓ Review syllabus to ensure there is a statement regarding receiving Disability Services. SOWELA Technical Community College seeks to meet the needs of its students in many ways. “If a student has a disability that qualifies under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act and requires accommodations, he/she should contact the Office of Disability Services for information on appropriate policies and procedures. The Office of Disability Services is located in Magnolia Building – Student Success Center. You may contact the office at ods@sowela.edu or (337) 421-6969.”
- ✓ Students must have a letter from the Office of Student Support Services to receive classroom accommodations.
 - Students are now receiving their letters via email. Please make sure the letters reflect the current semester we are in. If the letter is dated from a previous semester please do NOT accept the letter and ask them to provide you with an updated letter from my office.
 - Students that have listed extended time and/or distraction reduced environment for testing can have the instructor provide the accommodation. In the event, the instructor is not available to provide this request the Office of Student Support Services can assist. Please provide at least a 72 hour notice so that the office can make the necessary arrangements to provide the accommodation.
- ✓ NOTE-TAKING: Students requesting a note-taker can have this request fulfilled in many different forms (e.g. notes provided by instructor, another student, detailed presentations, Tegrity, etc.). If none of these options are available to the student please contact my office so that I may try to find assist with locating a note-taker. My office has carbonated notebooks so the note-taker does not endure any additional responsibilities trying to get the notes to the student with a disability.
- ✓ Should an instructor have a conflict with the student over access in the classroom please do not hesitate to contact the office.

SOWELA Technical Community College does not discriminate on the basis of race, color, national origin, gender, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination policies:

Title: Compliance Officer

Address: 3820 Sen J Bennett Johnston Ave, Lake Charles, LA 70615

Telephone: 337-421-6565 or 800-256-0483

Email: complianceofficer@sowela.edu