



## 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](mailto:ods@sowela.edu)”.
- ✓ Students must have a letter from the Office of Student 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 ODS. Most letters will be emailed to the instructors from the Director of Student Services, pending approval from the student.
  - 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 Services can assist. Please provide at least a 72 hour notice so that the office can make the necessary arrangements to provide the accommodation. The student should initiate the process to complete a Testing Accommodations Form.
- ✓ NOTE-TAKING: Students requesting a note-taker can ask that the instructor request a note taker from the class. If a note taker does not volunteer, ODS can then provide the student with other accommodations (i.e. tape recorder or Echo Pen).
- ✓ 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](mailto:complianceofficer@sowela.edu)**