



The Disability Resource Center (DRC) supports students with disabilities by creating an accessible, inclusive and welcoming environment.

The DRC offers a wide range of services to provide students with disabilities equal access to college activities, courses (both online and in-person) and programs. The DRC also provides supports to faculty and staff to deliver accommodations.

What are reasonable accommodations?

Any reasonable adjustment of the learning environment that eliminates, as much as possible, physical or instructional barriers to learning encountered by the student. The adjustment must be based on the individual student's documented need and tailored to the specific student's disability.

STEPS TO START SERVICES WITH THE DISABILITY RESOURCE CENTER

STEP 01

SUBMIT DOCUMENTATION

Provide the DRC with documentation that establishes the existence of a disability. This can be an Individual Education Plan (IEP), 504 Plan, or documentation from certifying professional. You can send your documentation to the DRC by emailing drc@clackamas.edu.

STEP 02

SCHEDULE AN APPOINTMENT

After your documentation has been approved by the DRC, the DRC will contact you to make an appointment.

STEP 03

FILL OUT THE APPLICATION

Fill out the DRC application using [AIM](#). Please do not fill out this form until you have an appointment with the DRC.

STEP 04

MEET WITH THE DISABILITY RESOURCE CENTER

At your initial meeting you will meet with a DRC staff member and discuss how your disability affects your ability to learn and take a test. You will also discuss reasonable accommodations for your classes, including both online and in-person classes.

STEP 05

REQUEST ACCOMMODATIONS

Request accommodations through [AIM](#) every term you attend CCC. If you are having trouble logging into [AIM](#), contact the DRC at drc@clackamas.edu.

If you have a diagnosis that impacts your ability to learn or take a test, either temporarily or permanently, please feel free to contact us.

Have a question? Or unsure if you will qualify for accommodations? Call us at **503-594-6357** or email us at drc@clackamas.edu.



Important information to note once a student starts CCC:

We cannot discuss any information with anyone other than the student (this includes parents, spouses, or children) due to the Family Educational Rights Protection Act (FERPA).

We do have releases available which allow the student to give permission to whom they choose, just ask for one if needed.

Students are responsible each quarter for requesting accommodation e-letters be sent to faculty. DRC staff will go over how this is done in the initial meeting and provide step-by-step instructions in written or video format.

Students are expected to initiate contact if they need assistance and to keep track of assignments. DRC staff are here to assist, but have no way of knowing if a student is getting behind on assignments or struggling with course material, unless the student lets us know!

Reasonable academic accommodations are what is provided at CCC, we do not provide personal supports such as transportation or one-to-one in-classroom support.

Authority & Confidentiality

Authority is assigned to the Disability Resource Center for reviewing student documentation and determining what, if any, accommodations will be provided by the college to ensure equal access for all students.

All contact information and documentation received is kept in confidential files within the Disability Resource Center. Information from the file is provided on a "need to know" basis only, at the student's request, or with a signed consent.

Documentation must have been prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. It must also be typed or word processed and printed on the letterhead of either the practitioner or the agency hosting the practice.

How is college different than high school?

HIGH SCHOOL	COLLEGE
Parents have access to school records, and can speak with teachers or staff about how you are doing.	Parents cannot talk with the college staff or get grade information unless you complete a FERPA release form.
Makeup exams or even the ability to retake tests for a better grade are often allowed.	Makeup exams are seldom an option unless you request it from faculty. Retaking an exam for a better grade is not an option.
The school year is 36 weeks and some classes may extend more than one term.	At CCC, the academic year is divided into four 11-week terms with classes and schedules changing each term.
School districts are responsible for identifying a student's disability.	Students must identify themselves to the Disability Resource Center.
Personal services for medical or physical disabilities are required to be provided by the school.	No personal services are required to be provided. It is up to a student to cover these services if needed.
Fundamental alterations or modifications of course content are required based on student need.	No modifications or alterations of course content are required and will not occur. All students need to meet the same learning outcomes.
School districts develop Individualized Educational Plans (IEPs) or 504 plans for services provided in the K-12 system.	IEPs or 504 plans do not exist in higher education. Students must submit documentation to determine reasonable academic accommodation.
The school ensures students receive their IEPs or 504 supports, services or accommodations.	Students are responsible each quarter for requesting accommodation e-letters be sent to faculty.
Teachers remind you of missing work or offer their assistance.	Students are expected to initiate contact if you need help. It is up to you to keep track of your assignments.
Teachers provide you with missed information when you are absent.	You are expected to get notes from classmates for missed classes and to contact faculty if you miss assignments.
Teachers write notes on the board that you need to copy into your notes.	Students are expected to identify and take notes on any important points. Good notes are needed.
You can study in class or study hall and may not have much homework.	On average students spend at least three hours per credit each week studying outside of the class hours.

College is an exciting place to learn. The Disability Resource Center can be a partner to you as you start this next step in your educational career.

Community Center – CC150, Oregon City Campus, 19600 Molalla Ave., Oregon City, OR 97045

FOR MORE INFORMATION

Ph: 503-594-6357

Fax: 503-722-5865

E-mail: drc@clackamas.edu

