



Disability & Access Center

2500 Carlyle Avenue • Belleville, IL 62221-5899
866-942-7942, ext. 5368 • 618-235-2700, ext. 5368
TDD 618-234-3347 • Fax 618-641-5004
SWIC.edu/disability
DisabilityandAccessCenter@swic.edu

STUDENT RESPONSIBILITIES

- **APPOINTMENT**

Self-identify as a student with disabilities to the Disability & Access Center.

Students are under no obligation to disclose a disability unless an accommodation is being requested. If accommodations are desired, contact the Disability & Access Center for an intake appointment in order to start the accommodation process.

- **DOCUMENTATION**

Provide documentation to the Disability & Access Center that addresses the current impact of disabilities as it relates to the request for accommodations.

✓ See SWIC's Documentation Guidelines at SWIC.edu/disability.

- **ACCOMMODATIONS**

Request accommodations in a timely manner. Some accommodations take several weeks to arrange.

Students may request accommodations at any time during their enrollment at Southwestern Illinois College. However, it is to the student's benefit to request services as soon as possible, preferably 4-6 weeks before classes start, so accommodations can be in place on the first day of classes or early in the semester. If using accommodations, students need to contact the Disability & Access Center *each* semester.

- **PLAN**

Provide your ADA Accommodation Plan to instructors of classes where you want to use accommodations.

✓ Discuss privately the accommodation(s) listed on your ADA Accommodation Plan with each of your instructors.

- **PROCEDURES**

Follow procedures with faculty and the Disability & Access Center in order to receive appropriate accommodations.

1. *For intake appointments:* Schedule to set up accommodations, as well as any time to discuss questions or concerns.
2. *For accommodated testing:* Provide the “Test/Quiz Accommodation Form” to the instructor and the Disability & Access Center at least two business days prior to a test or quiz. “Accommodated Testing Policies” are available at SWIC.edu, search disability.
3. *For classroom materials/textbooks in alternative formats:* Inform the Disability & Access Center upon enrollment so adequate time is available for production.
4. *For adaptive technology:* Learn about available technologies and how to obtain training on their use.
5. *For specialized classroom furniture:* Inform the Disability & Access Center of your needs.

- **MONITOR**

Monitor your own academic progress and the effectiveness of your accommodations.

Students with disabilities are responsible for monitoring the effectiveness of their accommodations and for contacting the Disability & Access Center to discuss any accommodation related concern, question, or problem. Take an active role in communicating your needs.

- **ACADEMIC STANDARDS**

Students with disabilities must maintain the same academic standards required of all students as outlined in the Southwestern Illinois College catalog.

- **STUDENT CONDUCT**

All SWIC students, including students with disabilities, must abide by the Student Conduct Code, which can be found at SWIC.edu.

- **HELP**

Meet with the Disability & Access Center staff as needed. Our department is here to help!