



DIVISION OF  
**STUDENT**  
LIFE

## Office of Accessibility

### Location and Appointments

OA is located on the first floor of Crawford Building.

Call 803/323-3290 (V/TDD) to schedule an appointment or visit OA in Crawford.

### FALL/SPRING SEMESTERS

- **MON. - THURS.**  
8:30 a.m. – 5 p.m.
- **FRIDAY**  
9:30 a.m. – 5 p.m.

Call for information about summer hours.

For more information, contact:  
**Office of Accessibility**  
Health & Counseling Services  
Winthrop University  
First Floor Crawford Building  
Rock Hill, S.C. 29733  
PHONE: 803/323-3290 (V/TDD)  
FAX: 803/323-4585  
www.winthrop.edu/accessibility

**WINTHROP**  
UNIVERSITY  
ROCK HILL, SOUTH CAROLINA

# Health & Counseling Services Office of Accessibility

## Mission Statement

The Office of Accessibility (OA) helps to create an accessible campus community where students with disabilities have equal opportunity to participate fully in their educational experience at Winthrop University.

### Goals:

- To coordinate and provide reasonable accommodations and services
- To advocate for students with disabilities through the removal of physical, informational, and attitudinal barriers
- To empower students toward self-advocacy, independence, and personal responsibility
- To create learning opportunities to enhance an understanding of disability culture and applicable laws

## Accommodations and Access

In accordance with our mission, OA staff collaborate with all university departments to ensure that Winthrop's programs and facilities are accessible to every student. Students who can benefit from registering with OA have all types of documented disabilities, including but not limited to:

- Learning Disabilities
- Mental Health Disabilities
- ADHD
- Chronic Medical Illnesses
- Mobility Impairments
- Visual Impairments
- Hearing Impairments
- Speech Impairments

Students should be aware that while accommodations are intended to remove barriers to learning, they do not ensure success. All Winthrop students are responsible for meeting and maintaining the essential academic standards set forth by the university for its courses, programs, services, and activities. Advisers, department heads, and deans are available to assist students in understanding and meeting these requirements, but students are responsible for fulfilling them.

## A Variety of Services

Accommodations are individualized adjustments to the classroom or campus that help ensure students have equal access to education at Winthrop. Based on documentation, students

may be eligible for a variety of services and accommodations, including but not limited to:

- Professor Notification of Accommodations
- Assistive Technology
- Notetakers
- Braille and Large Print
- Test-Taking Accommodations
- Residence Hall Accommodations
- Accessible Desks and Tables
- Priority Registration
- Textbooks in Alternative Media
- Sign-Language Interpreting

## Student Responsibilities

Students are often surprised to learn the difference in the level of student responsibility between high school and college. Students with disabilities who request accommodations are responsible for:

- Providing current and relevant documentation of their disability to OA professional staff
- Scheduling an Intake Interview with OA professional staff to review documentation and plan for appropriate accommodations
- Asking OA professional staff for needed accommodations in a timely manner each semester
- Using agreed-upon accommodations properly

## Disability Documentation

Students are responsible for providing current and relevant disability documentation. Documentation that effectively demonstrates a student's disability and need for particular accommodations will take a variety of forms.

- Student's self-report:
  - The student is a critical source of information regarding his or her disability. A student interested in requesting accommodations must schedule an Intake Interview with OA professional staff to discuss his or her disability, including the impact of the disability, his or her experience with accommodations (effectiveness, etc.), the current need for particular accommodations, and any student questions.

## Questions and Answers

### ***Is there a fee for services?***

No fee is charged for the services offered through Winthrop University's Office of Accessibility.

### ***Are there separate offices for different disabilities at Winthrop?***

OA assists with access needs for those with physical, learning, psychological, ADHD, chronic medical, and other disabilities.

### ***Should students assume their high school automatically forwards their disability documentation to Winthrop?***

No. Students should ask their high school disabilities coordinator what procedures the high school follows in order to have disability documentation sent to Winthrop. Students should follow-up with OA to ensure that their documentation arrived.

### ***What if I need accommodations for campus housing?***

The "Request for Housing Accommodations Form" must be completed and submitted to OA by the appropriate deadline. Students who need housing accommodations must notify Residence Life of their disability needs by requesting accommodations on their housing application. Even with documented needs, there are limits to reasonable accommodations. All Residence Life applications and fees must be submitted to Residence Life by the appropriate deadlines. Please contact OA if you need additional information.

- Additional relevant medical and educational sources:
  - Documentation from additional sources helps to substantiate disability and accommodation needs. Relevant documentation may include educational records, medical records, and/or reports and assessments created by health care providers, school psychologists, teachers, or the educational system. IEPs and 504 Plans that reflect the student's educational and accommodation history are also helpful.
  - Documentation will vary in its relevance and value, depending on the original context, the credentials of the evaluator, and the level of detail and comprehensiveness provided.

### ***What does 'current' mean?***

- What is considered current can vary by disability. Many disabilities are stable, lifelong conditions, and thus current may not mean 'recent.' Some disabilities, however, will vary over time with changes in environment, in treatment, and/or medications. The goal of documentation is to illustrate a connection between the current impact of the disability and the requested accommodations.

## Notifying Professors about Accommodations

Students who request classroom accommodations are required to provide their professors with a formal notice from the Office of Accessibility. This formal notice will outline your specific, documented accommodation needs so that you can plan appropriately with your professors. Students taking online classes may find that they still need accommodations. Meet with OA professional staff and notify your professor if you plan to use accommodations in an online class.

## Confidentiality and Use of Records

The Family Educational Rights Privacy Act (FERPA) regulates disclosure of disability documentation and records maintained by the Office of Accessibility. Information regarding your disability diagnosis is handled confidentially in accordance with state and federal laws. Under FERPA, OA professional staff is permitted to release information to a school official who has a legitimate educational interest that is specified in his or her position description, that is related to a student's education, or that is related to the

discipline of a student, or by student request. Disability documentation and related records will be retained by OA for five (5) years from the last semester in which the student received services.

## FAQs

### ***Will my disability status show up on my permanent record?***

- No. Your permanent record or transcript, which is maintained by Records and Registration, is separate from records maintained by the Office of Accessibility. Neither disability nor accommodations are noted on transcripts.

### ***What if I want to try college without accommodations?***

- While it is your choice whether or not to use accommodations, choosing not to use them may create unnecessary difficulties early in your college career. Asking for accommodations early in the semester is often a better choice than waiting.

### ***How do I talk with my professors about my disability accommodations?***

- Becoming comfortable talking about your disability needs is important, and OA can help you with this process. Students receive formal notices outlining their accommodations from OA professional staff to give to their professors. These notices are required when students request classroom accommodations, and they help begin the communication process between students and professors. Students can also seek advice from OA on how to talk with their professors about their needs and accommodations.



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