

OTHER SERVICES

The ACCESS office is also home to the college's **Tutoring Program**, which is open to all students. Occasionally, students find they need assistance with their courses. Tutoring can help. The college provides up to 2 hours of free tutoring per week for many of the academic and developmental courses. On-line, peer, and group tutoring services are also offered. Contact the tutor coordinator for more information.

A **Special Needs Center**, equipped with large-print readers, scanners, a voice synthesized speech program, a Kurzweil Reader, and a Braille printer, is located in the Learning Resource Center (LRC) at the Spring Creek Campus in Plano. Contact an ACCESS advisor for assistance at our other campus locations.

Services Not Provided:

- Special classes
- Changes in course content
- Personal assistants
- Personal transportation

PHONE LIST

	SCC	CPC	PRC
ACCESS	972.881.5898	972.548.6770	972.377.1658
Academic Advising	972.881.5782	972.548.6782	972.377.1782
Admissions	972.881.5710	972.548.6710	972.377.1710
Dean of Students	972.881.5772		
Financial Aid	972.881.5760	972.548.6760	972.377.1760
General Information	972.881.5790	972.548.6790	972.377.1790
Library (LRC)	972.881.5860	972.548.6870	972.377.1560
Registrar	972.881.5740	972.548.6740	972.377.1744
Student Activities	972.881.5888	972.548.6788	972.377.1770
VP Student Development	972.881.5770	972.548.6770	972.377.1770

ACCESS STAFF

Chrissy Benefield, Advisor/Disability Services	972.881.5898	972.548.6770	972.377.1658
Michele Boverie, Tutor Coordinator/Advisor	972.881.5128	972.548.6770	972.377.1658
Suzanne Chase, Educational Diagnostician Advisor/Learning Disabilities	972.881.5109	972.548.6770	972.377.1658
Carole Fowler, Division Secretary			972.881.5898
Sharon Steele-Blakeman, Director/ACCESS	972.881.5677	972.548.6770	972.377.1658
Tanya Pierce, Staff Interpreter			972.516.5056



COLLIN COUNTY COMMUNITY COLLEGE DISTRICT

CCCCD does not discriminate on the basis of race, color, religion, age, gender, national origin, disability or veteran status.

www.ccccd.edu

Dear Student:

You are a unique individual. Your abilities and aptitudes are special, and your disability is unique as well. You are at a point where you will need to develop effective self-advocacy skills and become an integral part of your college experience.

The ACCESS program at Collin County Community College District (CCCCD) recognizes your individual strengths and weaknesses. We encourage you to consider ACCESS as a way to enhance your academic career. Our advisors are here to help you meet the challenges of college life and successfully complete your curriculum.

To learn more about ACCESS, please contact our office. We are located at the Spring Creek Campus, 2800 E. Spring Creek Parkway, in room G200, or you may call 972.881.5898 for an appointment. Office hours are 8 a.m. – 5 p.m., Monday through Friday. Upon special request, we can arrange an evening appointment or meet with you at any of our campus locations. Give us a call, we look forward to assisting you.

**Sincerely,
The ACCESS Staff**

THE PROGRAM

The ACCESS program is committed to the improvement of the quality of academic life for students with a disability. Our goal is to assist in the enhancement of the student's college experience by providing appropriate accommodations, individual attention, academic advising, and support. Because we want each student to achieve at his/her highest level, we encourage students who have a disability to meet with one of the ACCESS advisors at least one month prior to the beginning of classes. Once enrolled, we suggest meeting with the advisor prior to the start of each semester or more frequently as needed.

Our pre-admissions service includes discussion of academic programs, degree requirements, placement testing, and the special accommodations appropriate to the student's individual disability. This initial advising session can be extremely helpful in the college planning process.

WHO IS ELIGIBLE?

Services are available to any student who has a documented disability as defined by the Americans with Disabilities Act of 1990 and Section 504 of the Vocational Rehabilitation Act of 1973. This can include, but is not limited to, those with the following conditions or impairments: mobility, psychiatric, orthopedic, Deaf or hard of hearing, vision, learning, speech, neurological, and health-related disabilities. Individuals with temporary disabilities due to injury or surgery are also eligible for short-term services.

DOCUMENTATION OF DISABILITY

Students are asked to provide official documentation of their disability in order to receive specific accommodations. Only documentation from a licensed professional (psychologist, diagnostician, or physician) is acceptable. The report must include a contact name, title of the person completing the report, their telephone number and address. If recent testing has not been administered, the ACCESS advisor may refer the student to meet with our diagnostician for possible testing. Other students may be referred to the Texas Rehabilitation Commission (TRC). All information will remain confidential and is only used to help the ACCESS staff provide the support services each individual student may need.

SERVICES THAT ARE PROVIDED TO STUDENTS WITH DISABILITIES

On an individual basis, the following accommodations may be available:

- Interpreters
- Personal FM systems —
(assistive amplification device)
- Liaison services with recordings for the blind
- Extended test time
- Isolated testing
- Scribes
- Readers
- In-office registration
- Tutor referral
- Permission to tape-record class lectures
- Computer adaptations
- Note-taking