

Accessibility Resource Program FAQ

1. What documentation does the university require, and how current must it be? Will it be necessary to update it during the time a student attends the college?

A student must provide appropriate documentation to be eligible for ARP. It must be signed by a qualified professional (eg. physician, psychologist, and/or psychiatrist) along with his/her qualifications. Proper documentation consists of several elements: the diagnosis, how it affects a major life function, and recommendations for accommodations. A “major life function” is a term coined by the U.S. Department of Education that includes activities such as, but not limited to, learning or walking. The documentation needs to be dated within the past three years, or five years for transfer students, and may be sent to the Document Review Committee for further review. When applicable, the documentation needs to list the testing evaluations used to determine the diagnosis, as well as the student’s scores on those tests and a summary of how these affect the student. Once the student is accepted in ARP, he/she will not need to be tested further for that original diagnosis. If a new diagnosis is made, we will need documentation concerning the new situation. An individual’s I.E.P. and/or 504 Plan are not accepted as appropriate documentation. However, these documents may be used as a resource for determining what accommodations and services will be needed. Documentation must be submitted during the initial ARP application process. Typically, this is the only time the student will be asked to provide documentation.

2. What are the university’s procedures and policies for getting accommodations? What paperwork and planning is required each semester?

The process can begin at any time; however, the student must be accepted at CLU before he/she can be accepted into ARP. Students with disabilities need to go through the regular admissions process at CLU. A student wishing to receive accommodations must contact the coordinator for ARP to schedule an appointment. Students will not be sought out by ARP. The student must provide proper documentation to the ARP coordinator and complete an ARP application packet. This packet includes the following forms: Guidelines for Students with Disabilities, Release of Information, Accommodation Request Form, Services and Accommodations, along with other appropriate forms that would be used to meet the student’s individual needs.

3. How do I keep my accommodations active?

ARP students must meet with the coordinator at the beginning of every semester in order to receive accommodations for the current semester. The process includes filling out the Accommodation Request form and discussing what accommodations may need to be changed to meet the needs for the student in his/her new courses. Accommodations and services are not retro-active.

4. Do you offer coaching assistance to students with executive functioning issues?

ARP does not offer formal coaching in regards to executive functioning difficulties. There are other resources students can access if they struggle with these issues. The Students Taking Academic Responsibility (STAR) program is one of these resources. Students in this program meet one-on-one with a STAR Counselor once a week to discuss current courses and work on academic topics such as time management, study skills, and other areas that contribute to student success. The STAR Counselor communicates with the professors to receive academic progress reports, which the counselor and student discuss. When appropriate, the STAR Counselor will also assist students in the STAR program with registering for classes and figuring out which courses would work best. This program is also part of the Center for Academic and Accessibility Resources (CAAR) office. You can attain more information on the CAAR website by going to www.callutheran.edu/caar.

Another resource for students is the Student Counseling Services office. Counselors can coach students on a variety of issues from academic concerns to more life-altering experiences. See response to question 8 for more information or visit www.callutheran.edu/counseling.

5. What is the size of the disabilities support staff? What are their qualifications?

The Accessibility Resource Program is part of the Center for Academic and Accessibility Resources (CAAR). In this office, we work together to meet the needs of students at CLU. Staff includes:

- Wendy Perkins, M.Ed., Accessibility Resource Coordinator
- Angela Naginey, M.S., Director of Retention
- Erashel Centeno, M.S., N.C.C., Assistant Director
- Amanda Carpenter, M.S., Academic Counselor
- Justine Westgate, M.S., Academic Counselor
- Tara Araiza, Administrative Assistant

Student workers are also available to provide support. You can reach anyone in the CAAR office by calling (805) 493-3260 or faxing 805-493-3472.

6. How is extended time for an exam scheduled? Where do students typically take the exams?

Students who qualify for extended test time are required to turn in a Testing Accommodations form to the CAAR office one week prior to his/her exam. The student fills out a portion of the form and gives it to his/her professor to fill out the rest before the student brings the completed form to the CAAR office. Students are encouraged to be mindful when scheduling their classes as to allow time in between for the extended test time. Students, their professors, and the CAAR office will determine when the student will begin the exam. Students receive time and a half or double time depending upon qualifications. Several lab rooms in the library are used for testing to decrease the external distractions. Assistive technology, such as screen readers, can accommodate students who require such equipment. A proctor is present to serve as the time keeper and official presence. If a professor cancels or re-schedules a test date, it is the student's responsibility to immediately contact the CAAR office and work out the new details.

7. How do I request housing accommodations related to my disability needs?

All CLU students must meet the housing requirements and deadlines established by the Student Life Office. Students with disabilities that seek housing accommodations must discuss these needs with the ARP coordinator and must apply to ARP to be qualified for accommodations. Appropriate documentation needs to support the housing accommodation request as well as meet the documentation requirements mentioned in the response to question one. Communication between the Student Life Office, ARP, and the student help determine what housing accommodations will be made.

8. Are there counseling resources related to nonacademic issues?

Yes, there is the Student Counseling Services office on campus. Students can meet with a counselor throughout the year, although there is a limit to the amount of times the student can attend for free. The website is www.callutheran.edu/counseling and their telephone is (805) 493-3390. The Counseling Services Office can refer students to community resources when needed.

9. Would you recommend your school for someone with my issues and needs?

The CLU community has a friendly and supportive atmosphere. The smaller campus provides students with disabilities more access in communicating their needs to the ARP staff as well as faculty. We may not have

programs to assist with the specific elements of one's disability, yet, we strive to meet our students' needs while empowering them to develop holistically and utilize self-advocacy skills. The ARP staff encourages students to discuss aspects of their experiences at CLU that are working as well as areas that we may need improvement. If possible, come visit the campus to meet with us and get a feel for how the environment fits with your needs.

**Please feel free to contact the Accessibility Resource Coordinator, Wendy Perkins, with any questions—
(805) 493-3260 or wperkins@callutheran.edu**