



Disability Support Services

AN OVERVIEW OF THE COLLEGE, DISABILITY
SERVICES, AND HOW TO GET ENROLLED

About Chattahoochee Technical College



- 8 campus locations:
 - Marietta, Mountain View, Paulding, North Metro, Woodstock, Canton, & Appalachian
- Hands-on Programs
 - Associate Degree, Diploma, or Certificate
- Day, evening, & weekend class options
- Online classes
- 49 different programs to choose from
- Affordable!
 - \$100/credit hour
 - One class costs about \$300; (12 credits = \$1,200)
 - Comparison to KSU: 12 credits = \$4,341

“MOST
AFFORDABLE AND
FASTEST TRACK TO
A SUCCESSFUL
CAREER.”

Admissions Steps



01

Complete application (on campus or online)

02

Pay \$30 application fee (non-refundable)

03

Submit test scores (optional due to COVID)

- Take placement exam at CTC
- Submit SAT/ACT scores

04

Submit HS transcripts (with graduation date)

05

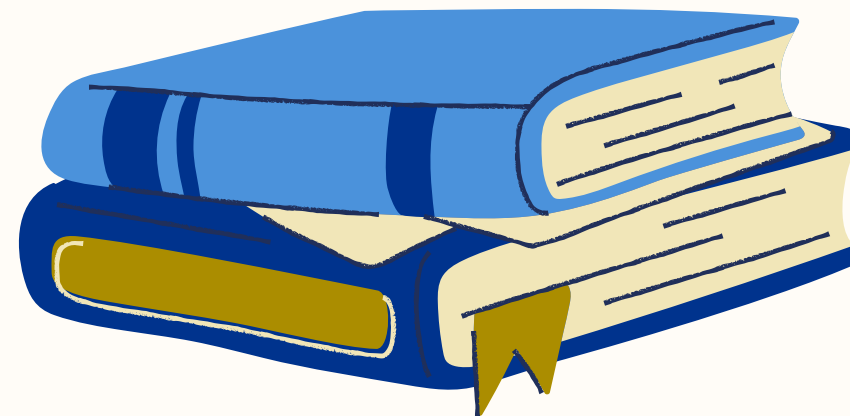
Submit verification of presence (to get in-state tuition)

- Driver's license
- Birth Certificate

Dual Enrollment



- High school students can take college classes!
- Earn credit towards both high school graduation and postsecondary requirements
 - Offered Fall, Spring, and Summer semesters
 - To be eligible for the Dual Enrollment program a student:
 - Must be enrolled in 10th, 11th, or 12th grade (as of Fall Semester).
 - Must be enrolled in an eligible Georgia public or private high school or home study.
- Interested in Dual Enrollment?
 - Email Dual.Enroll@chattahoocheetech.edu to get started.



Meet your Disability Support Services team!



CAITLIN BARTON | DIRECTOR OF
DISABILITY SUPPORT SERVICES

All campus locations
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CAROLE ANN WADE | DISABILITY
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SUPPORT SERVICES TECHNICIAN

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Phone: 770-528-4529



Overview of Services

- Our department serves the students at CTC that have a documented disability
- All students enrolled in DSS must meet the minimum eligibility requirements to get admitted into CTC
- Students must self-disclose and submit documentation of their disability
- Student must complete an intake session
- Once enrolled in DSS, an Accommodation Letter is sent out to instructors



Testing Accommodations



- Extra time for tests (1.5x or 2x time)
- Isolated or quiet environment when testing
- Scribe and/or Reader
- Enlarged Print
- Use of other aids (i.e. formulas sheet, calculator, spell checker, etc.)
- Special Placement Testing accommodations
 - ACCUPLACER or COMPANION
 - Students must schedule an appointment with DSS if accommodations are needed



Additional testing accommodations available based on disability & documentation.



Classroom Accommodations



- Note-taker
- Books in alternative format (audio books)
- Clarification of instructions
- Service animals
- Use of other aids (i.e. formulas sheet, calculator, spell checker, etc.)
- Ability to record in class
- Scribe and/or reader
- Preferential seating
- Interpreter or captionist

Additional classroom accommodations available based on disability & documentation.

Assistive Technology

- Computer applications
 - Glean, Dragon, ZoomText, ClaroRead, JAWS, etc.
- Equipment (available for student to check-out)
 - SmartPens
 - Audio Recorders
 - FM listening devices
 - Magnifiers
 - Adaptive desks

Additional testing accommodations available based on disability & documentation.



Additional Services



- Referrals for services
 - Testing, Vocational Rehabilitation, counseling services, Student Success Center
- Workshops for students
 - Orientation, Learning Support workshops, etc.
- On campus events to educate students on different disabilities
- Faculty-Student consultations
- Educating DSS students on their responsibilities and assisting with self-advocacy skills





Documentation

- Documentation must be submitted in order for a student to enroll in DSS
- Documentation must come from a medical professional, dated within the past 5 years, that verifies the disability/diagnosis
 - Example: psychological evaluation, medical report from doctor, etc.
- IEP or 504 Plans from high school
 - This documentation is considered optional/not required
 - This documentation is helpful, but is not sufficient by itself





How to get enrolled with DSS

01

DISCLOSE
DISABILITY TO DSS

02

SUBMIT
DOCUMENTATION

03

COMPLETE AN
INTAKE SESSION

Once a student is enrolled in DSS, Accommodation Letters will be sent out to the student's instructors.

What supporters should know...



- DSS serves all types of disabilities recognized by the Americans with Disabilities Act (ADA) – including physical, cognitive, mental health, and medical disabilities
- If your student had an IEP or 504 plan in K-12 (IDEA), please know the college is under a different set of laws. Thus, there may be some differences in the accommodations your student could receive.
- Communication with faculty and staff needs to come directly from the student – not the supporters





Questions?