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
Phone: 770-975-4099

DANA MORGAN | DISABILITY SUPPORT SERVICES SPECIALIST
North Metro, Woodstock, Canton & Appalachian
Phone: 770-529-2356

CAROLE ANN WADE | DISABILITY SUPPORT SERVICES SPECIALIST
Marietta, Paulding & Mountain View
Phone: 770-529-4404

CLAUDEEN CAIN | DISABILITY SUPPORT SERVICES TECHNICIAN
Marietta, Paulding & Mountain View
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.)

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?