



Disability Services



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Disability Services

The mission of Disability Services and its staff is to provide equal opportunities for disabled students to participate in the college's programs and services. Disability Services coordinates appropriate accommodations for credit programs in compliance with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act.

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Contact Us

386-754-4393
Fax: 386-754-4715
Disablestudent.Services@fgc.edu

Office Hours

Monday – Friday
8:00 a.m. – 4:30 p.m.
Building 17 Room 21

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Frequently Asked Questions



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Frequently Asked Questions

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What does Disability Services do?

Disability Services assists any student who self-identifies as having a disability. Disability Services provides identification of appropriate individual accommodations, coordinates the campus-wide provision of the identified accommodations, provides advising and direct services to disabled students, as well as educate faculty and staff on disability related information.

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Who is eligible to receive services?

Disability Services serves any student with a qualifying physical, emotional, behavioral or learning disability. This includes students with intellectual disabilities; hearing impairments, including deafness; a speech or language impairment; a visual impairment, including blindness; an emotional or behavioral disability, including but not limited to depression, anxiety, PTSD, Bi-Polar Disorder; an orthopedic or other health impairment; an autism spectrum disorder, including Asperger's; a traumatic brain injury or a specific learning disability, including, but not limited to, dyslexia, dyscalculia and visual processing disorder.

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What types of services do you provide?

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Accommodations and Services are determined on an individual basis. Students are provided accommodations that are directly related to their disability. As a result, accommodation plans may differ from person to person.

Examples of accommodations and services Disability Services provides include: extended time on exams, note-taking services, use of assistive technology, textbooks in an alternate format, advising and planning services and individual tutoring. For additional information, please see the accommodations and services page.

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How can I receive Services?

Step 1— Schedule an appointment with the Disability Services Coordinator.

Step 2— Gather the appropriate documentation and bring it to your appointment. See Documentation Guidelines for more information.

Step 3— Once you have met with the Disability Services Coordinator and provided the appropriate documents, you will request Accommodation Letters from the Disability Staff Assistant. Letters are available 24-48 hours after the request.

Step 4—Distribute Accommodation Letters to professors and to the Testing Center.

** For further information regarding specific accommodations, see the [Current Student Information](#) section. **

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What Type of Documentation do I need to provide.

See our [Documentation Guidelines](#) for more information.

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What is the difference between receiving services in High School and receiving services in College?

Receiving services in high school versus college is different in several ways:

1. It is the students' responsibility to inform Florida Gateway College about their disability if they want accommodations or services. For more information, visit Registering with Disability Services.
2. The student must take an active role in communication with their instructors and support professionals.
3. No one is provided information without a signed consent from the student. [Back to top](#)

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I suspect that I may have a disability, but I have never been tested/diagnosed. What should I do?

If you are struggling and suspect that you have you have a disability that has not been diagnosed, contact the Disability Services office at 386-754-4393 to set up an appointment with the program coordinator. Disability Services assists students with issues that have a substantial impact on a person's ability to learn, as well as issues with health, hearing, seeing, speaking and walking.

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I received services under an IEP or 504 plan. Will I receive services in college?

Receiving accommodations at the college level is different from high school in several ways. At the college level, it is the student's responsibility to inform Florida Gateway College about their disability. Students will not be eligible to receive accommodations until they have registered with Disability Services. For information on how to register with the office, see the Register with Disability Services page.

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I am a Faculty or Staff Member looking for information about Disability Services.

If you are a faculty or staff member with questions about Disability Services, you can visit the [Faculty and Staff Information page](#). If you have additional questions or concerns, please feel free to contact Janice Irwin at 386-754-4393 or email Janice at Janice.Irwin@fgc.edu. [Back to top](#)



Register with Disability Services



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Register with Disability Services

To register with Disability Services, please observe the following steps.

Step 1: Apply for admission

- Apply for admission to Florida Gateway College. For Information on how to apply, visit the admissions page.
- Bring your Florida Gateway College student ID. If you have not received your Florida Gateway College student ID, bring a photo ID and your Florida Gateway College student ID number.

Step 2: Gather your documentation.

- Gather documentation of your disability to bring to your appointment. For information on what type of documentation to provide, please see our Documentation Guidelines.

Step 3: Schedule an Appointment to meet with the Disability Services Coordinator.

- Students can set up an appointment by contacting the office at 386-754-4393 or emailing the office at disablestudent.services@fgc.edu
- Students can allot 45 minutes to an hour for their initial intake appointment.

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Documentation Guidelines

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Documentation Guidelines

Disability Services serves any student with a qualifying physical, emotional, behavioral, intellectual or learning disability. Students with qualifying disabilities should provide documentation that include a stated diagnosis of the disability, the signature of a professional recognized as appropriate to diagnose the disability and the professional's recommendations for accommodations. All documentation is kept confidential and will not be released without written consent from the student. The following guidelines can help assist students in procuring the correct documentation.

[Intellectual Disabilities](#) | [Learning Disabilities](#) | [Emotional & Behavioral Disabilities](#)
[Autism Spectrum Disorders](#) | [IEP or 504 plan](#) | [Physical Disabilities](#)
[Hearing Impairments](#) | [Vision Impairments](#) | [Speech Disabilities](#)

Guidelines for Students with Intellectual Disabilities

Students with intellectual disabilities should bring in their most recent psychological testing report. Psychological testing reports will include the following:

- Information on the aptitude and academic achievement measures that were used, including the specific scores that the student achieved when completing the aptitude/academic measurements.
- Summary of the students strengths and weaknesses.
- Statement that indicates the diagnosis of the student's learning disability
- Recommendation for accommodations
- Signature of the clinical or educational psychologist, school psychologist, neuropsychologist or learning disabilities specialist.

Students may print off the [learning certification form](#) and have it filled out by a qualified licensed professional if copies of their documentation are not readily available.

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Guidelines for Students with Learning Disabilities

Students with learning disabilities should bring in their most recent psychological testing report. Psychological testing reports will include the following:

- Information on the aptitude and academic achievement measures that were used, including the specific scores that the student achieved when completing the aptitude/academic measurements.
- Summary of the students strengths and weaknesses.
- Statement that indicates the diagnosis of the student's learning disability.
- Recommendation for accommodations.
- Signature of the clinical or educational psychologist, school psychologist, neuropsychologist or learning disabilities specialist.

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Students may print off the [learning certification form](#) and have it filled out by a qualified licensed professional if copies of their documentation are not readily available.

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Guidelines for Students with Emotional & Behavioral Disabilities

Students with emotional/psychological disabilities should bring in documentation that meets the following criteria:

- The documentation gives a clear statement of the disability— including the DSM—V diagnosis.
- Clearly states recommendations for accommodations
- Is typed and presented on official letterhead
- Documentation needs to include the license number and signature of qualifying mental health professional such as, psychiatrist, clinical psychologist, clinical social worker or licensed mental health counselor.

Students may print off the [Mental/Emotional Certification Form](#) and have it filled out by a qualified licensed professional if copies of their documentation is not readily available.

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Guidelines for Students with Autism Spectrum Disorders

Students with Autism Spectrum Disorders should bring in their most recent psychological testing report. Psychological testing reports will include the following:

- Information on the aptitude and academic achievement measures that were used, including the specific scores that the student achieved when completing the aptitude/academic measurements.
- Summary of the students strengths and weaknesses.
- Statement that indicates the diagnosis of the student's learning disability.
- Recommendation for accommodations
- Signature of the clinical or educational psychologist, school psychologist, Neuropsychologist or learning disabilities specialist.

Students may print off the [Emotional & Behavioral Certification Form](#) and have it filled out by a qualified licensed professional if copies of their documentation are not readily available.

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Guidelines for Students that received services under an IEP or 504 plan

Students that received services under an IEP or 504 plan for a learning disability are advised to bring in a copy of their most recent psychological assessment report. This report will include the following:

- Information on the aptitude and academic achievement measures that were used, including the specific scores that the student achieved when completing the aptitude/academic measurements.
- Summary of the students strengths and weaknesses.
- Statement that indicates the diagnosis of the student's learning disability.
- Recommendation for accommodations.
- Signature of the clinical or educational psychologist, school psychologist, neuropsychologist or learning disabilities specialist.

**** Please note that the testing report and the IEP are different. Recent graduates and dual enrollment students can obtain the proper documentation by contacting their high school guidance counselor or the county school board for the high school they attended. ****

Students that received services under an IEP or 504 plan for medical reasons need only bring copies of their most recent medical documentation. Documentation should include:

- Clear statement with the diagnosis on official letterhead
- Signature of an appropriate licensed physician

Students may print off the [Physical Certification form](#) and have it filled out by a qualified licensed professional if copies of their documentation is not readily available.

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Guidelines for Students with Hearing Impairments

Students with hearing impairments are advised to bring in a copy of their most recent audiogram.

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Guidelines for Students with Vision Impairments

Students with physical disabilities, health issues, or mobility issues can bring in the following:

- Documentation on official letterhead that states the disability.
- Includes the signature of an appropriate licensed physician or optometrist.

Students may print off the [Physical Certification form](#) and have it filled out by a qualified licensed professional if copies of their documentation is not readily available.

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Guidelines for Students with Speech or Language Disabilities

Students with speech or language disabilities can bring in the following:

- Documentation on official letterhead that states the disability.
- Includes the signature of a licensed speech therapist.

Students may print off the [Physical Certification form](#) and have it filled out by a qualified licensed professional if copies of their documentation is not readily available.

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Accommodations & Services



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Accommodations and Services

Students with documented disabilities are eligible to receive reasonable accommodations. A reasonable accommodation is a modification or adjustment to a course, program, service, activity or facility that provides a person with a disability the opportunity to achieve the same level of performance or to enjoy the same benefits and privileges as students without disabilities. Services are designed to provide extra support and are available on a first come first serve basis.

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Types of Accommodations

Accommodations provided by FGC include, but is not limited to the following:

- Note-taking assistance
- Isolated testing location
- Extra time for testing
- Enlarged print
- Audio text books
- Accessible digital textbooks
- Extra time to get to class
- Assistive Technology

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Assistive Technology

Assistive technology is available for use in Disability Services office and select computers on campus. Assistive technology is for on-campus use only. Disability Services does not purchase or lend assistive technology to students individual use. For specific information regarding assistive technology, please contact the office at 386-754-4393.

Technologies available include:

- Dragon Naturally Speaking
- Kurzweil
- JAWS
- Smart Nav
- Zoom Text
- Inspiration

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Services

Tutoring

Individual tutoring is not an accommodation. Disability Services does, however, provide tutoring as a service as individual need dictates. Request tutoring by calling 386-754-4393.

Typing Assistance

Assistance with typing may be available as time permits. Any materials for typing must be dropped off no less than 48 hours in advance of the class due date. No modifications to content or form are provided, only typing is available.

Equipment Loans

Limited small equipment is available for loan. All materials are signed out and the student is responsible for returning them at the end of each term.

Academic Coaching

Academic coaching is available to assist students in establishing and maintaining good academic organization and habits. Sign up in the Disability Services office for these one-to-one opportunities.

Workshops

Workshops are offered each term to assist with skills needed for a successful college experience. All workshops are free and attendance may be voluntary or recommended.

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Receiving Accommodations and Services

Students are eligible to receive accommodations and services once they have registered with the office of Disability Services and provided documentation of their disability to the Disability Services Coordinator. Accommodations and Services are determined on an individual basis by the program coordinator during the student's intake appointment. Students will receive appropriate accommodations based on their needs. Call 386-754-4393 to schedule an appointment or visit the registering for Disability Services for more information.

Students that have registered with Disability Services and provided documentation can visit the student information section for specific information on how to access their approved accommodations.

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Faculty and Staff Information

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What does Disability Services do?

- Confirm student's disability and determine appropriate accommodations for the student.
- Assist students and instructors in obtaining/providing reasonable accommodations.

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What exactly do you mean by "Accommodations?"

- Accommodations are adjustments or modifications to courses, facilities or learning formats that provide a student with a disability equal access to material/assignments.
- Accommodations are designed to "level the playing field" not make things easier for a student with a disability. Students with disabilities are held to the same academic standards as all FGC students.

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- Faculty are encouraged to contact the Disability Services Coordinator if they have any questions, concerns or need any clarification regarding the provision of accommodations.

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What is my role in this as an instructor?

- The college is required by law to provide accommodations because FGC is a public facility and receives federal funding.
- If we do not provide reasonable accommodations, the college can lose its federal funding. A majority of FGC students use Federal funding to attend Florida Gateway College.
- Our job as faculty and staff is to assist the college in providing reasonable accommodations for students with disabilities.

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What do you mean when you say disabilities?

- A disability is a physical, behavioral, emotional or learning impairment that substantially limits one or more major life activities, or a record of such an impairment or being regarded as having such an impairment.
- Major life activities include (but not limited to) caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking and communicating.
- At Florida Gateway College 60% of students registered with Disability Services have a learning disability – meaning that most of the time the student's disability will not be visible.

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How do I know if a student has a disability?

- Students are not required to divulge information about their disability to anyone other than the Coordinator of Disability Services; students are only required to do this if they want to receive accommodations.
- Students are eligible to receive services once they have identified themselves and registered with Disability Services.
- Students that have registered with the office, and that are eligible to receive accommodations will provide their instructors with an accommodation letter.
- If a student requests accommodations, but does not provide a letter, kindly refer them to our office.

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Where is the office located?

- Disability Services is located in Building 017, Room 021.
- The office extension is x.4393
- Office hours are 8:00 am – 6:00 pm

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How does it work when the student is registered with Disability Services?

- Students are not required to register with Disability Services, it is optional. Those who do not register, however, are not eligible for accommodations.
- A registered student is provided a letter for each instructor, each term, which he/she is responsible for bringing to the instructor. If a student asks for accommodations, ask for their letter if he/she has not already given it to you.
- The letter is marked with accommodations that need, by law, to be provided. If you have questions about how to provide them, please call the office and we will be happy to provide whatever assistance we can.

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What is an Accommodation Letter? What do I do when I receive them?

- An Accommodation Letter is a letter given to students registered with the office that indicates the accommodations that particular student is eligible for. The accommodations listed on the accommodation letter are unique to that particular student.
- When presented with a letter, review the contents with the student, sign the bottom of the letter, and instruct the student to return the carbon copy to Disability Services to put into their student file.
- If you need any clarification, please feel free to contact the office for further information.

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I have a student who needs extended time on an exam and an isolated exam location. How do I handle that?

- A copy of the test should be sent to the Test Center prior to the test date.
- Instructors are encouraged to contact the testing center at 386-754-4309 for specific information regarding policies and procedures for providing tests.

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How do I give extra exam time to internet students?

- Blackboard and Course Compass have mechanisms for increasing the time limit for exams.
- If this is not an option, students can take their exam in the testing center.

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I have a student that is struggling and I do not know how to help them. What can I do?

- Do not ask the student if he or she has a disability.
- If the student has not presented you with a letter, they may not be registered with the office.
- You can suggest that the student visit Janice Irwin in bldg. 17.
- Ultimately, it is up to the student whether he or she wants to identify themselves.
- If the student has provided you with a letter, but is still struggling, contact Janice for further information.

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Florida Gateway College endeavors to offer distance education courses/programs to prospective students in all states in accordance with regulations established by the United States Department of Education (USDOE). Individuals who reside and plan to continue to reside in certain states are prohibited from enrolling in distance education courses/programs offered by Florida Gateway College. If you have questions, please contact the college at 386-754-4349 for more information.

[Click here for more information on Distance Learning](#)

