

## Hints for success in college

- Attend every class
- Be on time
- Sit in the front of the room
- Read material to be discussed in class before going to class
- Take notes
- Use 3x5-inch note cards as study aids
- Review text and notes on a regular basis, not just before an exam
- Form a study group
- Visit your professors during office hours

## Adaptive equipment Lab

The Office of Disability Services has a variety of adaptive equipment for student use:

- Zoom text
- Kurzweil 1000
- Kurzweil 3000 (after scanning in material, it reads it aloud)
- Closed caption television (enlarges print)
- Voice recognition software

## Examples of accommodations that we can provide:

- Handouts/tests in large print
- Textbooks on tape (if available)
- Note takers
- Sign language interpreters in the classroom
- Extended time on quizzes and exams
- Testing in a separate distraction-free room
- Test reader or scribe
- Specialized computer software

*Please note:* PSC does not provide personal attendants. That is the student's responsibility.

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If you have any questions or need additional information, contact:

**Diane Janowiak**

Director of Disability Services and Testing  
Room 1192 (located in Counseling and Academic  
Advising Center adjacent to the Library)

(708) 709-3603

[djanowiak@prairiestate.edu](mailto:djanowiak@prairiestate.edu)

or visit [prairiestate.edu](http://prairiestate.edu) A-Z index and  
click on Disability Services

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Welcome to the  
Office of Disability Services

 **Prairie State College**

202 South Halsted Street  
Chicago Heights, IL 60411  
(708) 709-3500 | [prairiestate.edu](http://prairiestate.edu)

 **Prairie State College**

The Office of Disability Services at Prairie State College (PSC) seeks to maintain academic standards while providing equal access and support services to students who are able to benefit from college-level course work, have the commitment to succeed, and have a documented disability. The officer reviews documentation and requests to determine eligibility for accommodations and services; provides appropriate and reasonable accommodations and services; and promotes independence and self-advocacy.

PSC recognizes its responsibility and has an institutional commitment to provide equal educational opportunities for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.

### Who is a person with a disability?

- Anyone with a physical or mental impairment that substantially limits one or more major life activities
- Anyone with a record of such an impairment
- Anyone who is perceived by others as having such an impairment



### Receiving Services

Students must contact the Office of Disability Services and request services and accommodations.

### Documentation

Any student requesting accommodations must submit written documentation to the director of Disability Services.

#### All documentation:

- Must be current (within three years) (It is strongly recommended that testing be redone in junior or senior year of high school at parents' request);
- Must be provided by a qualified professional (physician, psychologist, psychiatrist, or audiologist); and
- Must have a statement of diagnosis, the impact on learning, and suggested accommodations.

### Compass Placement Test

All new students are required to take the COMPASS before registering for any classes. COMPASS is a computerized placement test in English, math, and reading that helps students determine which classes will best meet their academic goals. A writing sample also is required. A calculator is permitted for the math portion of the test. Contact the director of Disability Services for more information.

### Obtaining services from the Office of Disability services

Please follow these steps to access services under the Americans With Disabilities Act and Section 504 of the Rehabilitation Act of 1973:

- 1 Call the Office of Disability Services at (708) 709-3603 and make an appointment with the director.
- 2 Meet with the director. Disclose disability (self-identify), discuss accommodations needed, and complete an Intake Form and PSC Application for Admission.
- 3 Provide appropriate documentation of disability that includes a statement of diagnosis, the impact on learning, and suggested accommodations. Documentation should be current and provided by a qualified professional such as a physician, audiologist, psychologist, psychiatrist, or neurologist.
- 4 Have official high school transcripts sent to: Enrollment Services, Prairie State College, 202 South Halsted Street, Chicago Heights, IL 60411.
- 5 Apply early for financial aid by completing the FAFSA form as soon as possible.
- 6 Take the COMPASS placement test.
- 7 Make an appointment with DHS (Department of Human Services) if applicable by calling (708) 709-3333.
- 8 Meet again with the director of Disability Services to review COMPASS results, register for classes, and receive appropriate accommodations.
- 9 Contact the director of Disability Services immediately if you encounter any difficulties or have other concerns regarding academic accommodations.
- 10 Meet with the director of Disability Services each semester that accommodations are needed. This meeting should take place at least two weeks before the end of each semester for returning students and within two weeks at the beginning of the semester for new students.