

These services are available for qualified students...

HONOLULU COMMUNITY COLLEGE
Student ACCESS

Contact us early!!!

You may be eligible to receive services such as those listed below.

Documentation of your disability is required. Because the process of acquiring proper documentation can take some time, it is recommended that you submit your documentation as early as possible **before** the semester begins. Late submissions will delay your services and may require a postponement of certain services to the next appropriate semester.

IMPORTANT SERVICE REQUEST TIMELINES

<i>Accommodation Type</i>	<i>Timeline for Requests (minimum)</i>	<i>Required Items to Submit</i>
Sign language interpreters for courses	6-8 weeks in advance of course start date	Course, lab, and field trip schedule and location
Sign language interpreter for extra-curricular events or activities	10 days in advance of activity date	Event schedule and location
Textbooks into audio-tape format	6-8 weeks in advance of course start date	Copy of textbook and course syllabus
Textbooks into Braille format	1 semester in advance of course start date	Copy of textbook and course syllabus
Handouts into audio-tape format	10 days	Copy of handouts
Handouts into Braille format	2-4 weeks depending on complexity of material	Copy of handouts
Classroom relocation	2 weeks in advance of course start date	Course schedule and location
Notetakers for courses	2-3 weeks	Course schedule and location
Testing accommodations	1 week in advance of test date	Instructor name, course name, test date and time, materials or equipment needed
Specific accommodations not listed	Determined on a case-by-case basis so earliest possible notice is recommended.	Determined on a case-by-case basis

For More Information Please contact us at...

Student ACCESS, Bldg. 7, Rm. 319, Phone 844-2392 (voice/text) or 845-9272 (voice/text)

Or visit our website at: <http://honolulu.hawaii.edu/disability>

Or email us at access@hcc.hawaii.edu

To verify disability status, documentation must meet the following requirements:

- Clearly state the diagnosed disability or disabilities
- Describe the functional limitations resulting from the disability or disabilities
- Describe and support specific accommodations requested.
- Document should be signed by an evaluator qualified to make the diagnosis and include information about license or certification and area of specialization.
- Learning Disabilities – assessment must have been done as at 16 years or older (adult) & include test instruments used in the evaluation & interpretation of relevant subtest scores to document stated disability.
- Physical Disabilities – Present State of Hawai`I Disability Parking Placard ID Card for special parking or elevator access. Submit a completed Physician's Verification Form when requesting other disability services including accommodations for temporary disabilities.

Recommended that documentation be current within last 5 years for learning disabilities, last 6 months for psychiatric disabilities or last 3 years for ADHD and all other disabilities. This does not apply to physical or sensory disabilities of a permanent or unchanging nature). Also, educational, developmental, and medical history relevant to disability that may help in determining appropriateness of accommodations are being requested.