

Disability Support Services – Montgomery College

www.montgomerycollege.edu/dss

The Role of Disability Support Services (DSS):

- Provides reasonable accommodations to qualified students with documented disabilities
- Provides DSS counselors on each campus to work with students to determine appropriate accommodations and arrange support services
- Assists the College to comply with the provisions of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973
- Stresses the development of self-advocacy and self-determination skills
- Maintains and protects the confidentiality of student records as required by law

Services vary depending on the impact of the student's disability and include:

- Academic, career, and short-term personal counseling
- Assistance with admission, course selection and registration
- Assistance with classroom accommodations such as notetakers, readers, scribes, assistive listening devices and interpreters
- Accommodation Letters and liaison with faculty to arrange accommodations
- Arrangements for examinations, such as extended time or minimal-distraction environment
- Assistive technology including computers with disability-specific software and hardware
- Liaison with external agencies such as the Division of Rehabilitation Services (DORS)
- Voter registration assistance and forms

Establishing Eligibility for Services:

- Students submit documentation from a qualified professional to verify the presence and impact of the disability
- A DSS counselor reviews the documentation and supporting materials to certify eligibility for services
- A DSS counselor then meets with each student to determine academic adjustments and/or accommodations
- Students pay any cost of professional verification of disability

Requesting Services:

- New students complete the steps listed in the DSS intake packet, meet with a DSS counselor, select courses, request classroom accommodations and register **at least six weeks before the semester begins to allow adequate time to make arrangements**
- Returning students submit a Request for Services Form to their DSS campus counselor **at least six weeks before the semester begins**
- Request interpreters/transliterators/captionists for deaf and hard of hearing students on any campus by calling Voice 240-567-5058 or TTY 301-294-9672 **at least six weeks before the semester begins**
- Request recorded texts or course materials in alternate formats **at least six weeks before the semester begins**
- If the above deadlines are not met, support services may be delayed, possibly until the next semester

College Access Program:

- Available only on the Rockville Campus
- Designed for students diagnosed with specific language-based learning disabilities with the potential for success in college-level classes
- Helps students develop reading and writing skills, learning strategies and study techniques
- Has specific eligibility criteria
- Requires a separate admission procedure
- For further information, contact DSS and/or www.montgomerycollege.edu/departments/lcpr

To Contact Disability Support Services:

Offices are open Monday through Friday, 8:30 am to 5:00 PM. Evening hours are available by appointment only.

ROCKVILLE

Counseling and Advising, Rm. 122

Voice: 240-567-5058

TTY: 301-294-9672

FAX: 240-567-5097

dss@montgomerycollege.edu

GERMANTOWN

Science and Applied Studies, Rm. 175

Voice: 240-567-7770

TTY: 240-567-7767

TAKOMA PARK

Student Services Pavilion, Rm. 122

Voice: 240-567-1480

Voice: 240-567-1475

- Interpreter requests for all campuses: TTY 301-294-9672
- Pay TTY available outside each campus Security Office

Montgomery College Statement of Non-Discrimination:

It is the policy of Montgomery College not to discriminate on the basis of age, sex, sexual orientation, race, color, marital status, religious belief, national origin, status as a qualified individual with a disability or handicap, or as a disabled veteran or veteran of the Vietnam Era in its employment, admissions and student related policies, procedures, and educational programs, including vocational education programs. This policy is consistent with Title VI and Title VII of the 1964 Civil Rights Act, as amended; Title IX of the 1972 Education Amendments; Section 504 of the 1973 Rehabilitation Act, as amended; The Americans with Disabilities Act; and other applicable laws and regulations. Inquiries regarding compliance with these laws may be directed to the Director of Affirmative Action, 900 Hungerford Drive, Rockville, MD 20850, 279-5276, or to the Director of the Office for Civil Rights, Department of Education, Washington, DC 20201.