Welcome to the Massasoit Community College Disability Services Department, your connection to information regarding services for students with disabilities.

**Mission Statement for Massasoit Disability Services**

The goal of the disability service providers at Massasoit Community College is to facilitate equal access to Post-secondary education for students with disabilities and promote the standards set forth by the Association on Higher Education and Disabilities.

**What is Disability Services?**

Massasoit Community College is open to students with documented learning, physical and psychological disabilities. Under the American Disabilities Act, (ADA) an individual with a disability is a person who: (1) has a physical or mental impairment that substantially limits one or more major life activities; OR (2) has a record of such an impairment; OR (3) is regarded as having such an impairment.

The ADA protects people in all three categories from discrimination on the basis of disability. In addition, individuals in the first category are entitled to accommodations.

The college faculty and staff strive to foster a supportive community which ensures each student has access to the college campuses and course information. Services are coordinated through the Disability Services Office. Below, you will find useful information for students seeking assistance from Disability Services at Massasoit Community College.

**How Can I Find & Contact Disability Services?**

**Brockton Campus:**

On the Brockton campus, we are located in the Student Center Building, which is labelled with the letters SC at the corner of the roof. We are in the lower level of the building in the area posted as the Academic Resource Center.

Andrea Henry – room SC-180  Phone: 508-588-9100 ext. 1805
Julie McNeill-Kenerson- room SC-181  Phone: 508-588-9100 ext. 1424
Cathy Brogna – room SC-183  Phone: 508-588-9100 ext. 1425

**Canton Campus:**

On the Canton Campus, we are located on the first floor, in the Academic Resource Center - Room C-129.

Julie McNeill-Kenerson or Andrea Henry - Phone 508-588-9100 ext. 2132

**Middleborough Campus:**

Services on the Middleborough Campus are by appointment. Contact a disability service provider at 508-588-9100: Andrea Henry - ext. 1805 and Julie McNeill-Kenerson- ext. 1424
Who is Eligible?

Any student with a documented disability may be eligible for services and/or accommodations. The accommodations are determined on a case-by-case basis and are based upon documentation of a disability that substantially limits a major life activity.

Students seeking accommodations through the Disability Services Office are required to submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

To ensure accommodation in a timely manner, it is advised that students contact disability services to deliver and discuss documentation, as soon as possible. You may request accommodations at any point in the semester, but sufficient time must be allowed for the intake process, accommodations determination, in addition to, the set up and implementation of the specific accommodations that are approved.

How Do I Access Services?

In compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the college offers accommodations to students with documented disabilities to provide access. Accommodations are determined on an individualized basis depending on the content of the documentation supplied. Documentation should be current, and completed by a professional with expertise in the field of the diagnosed disability.

There is a procedure that is required in order to make sure that your accommodations are implemented appropriately and in a timely manner. Prior to receiving any physical, academic or testing accommodations, students are responsible for submitting to the college, in a timely manner, a recent (not more than 3 years old), diagnostic assessment from a qualified professional.

Disability Accommodations Procedure

1. To assist with better understanding of Disability Services policies, procedures and changes that occur during the transition from high school to college, Disability Services hosts optional, but very informative, workshops during the summer months and winter intersession. The workshop will cover student responsibilities such as behavioral expectations and advocating for oneself, faculty and staff expectations, campus support programs, tutoring services, executive functioning skills support, and managing new found freedom and independence. Attendance is strongly recommended for students planning on working with Disability Services.

2. Students requesting accommodations must meet with one of the disability service providers at Massasoit Community College: Andrea Henry, Julie McNeill-Kenerson or Cathy Brogna. During the course of the intake meeting, the student and service provider will discuss the student’s documentation, academic strategies and the approved services and accommodations.
3. Once the documentation has been reviewed and the intake meeting has been completed, the student must meet with a Disability Counselor to receive a signed accommodations letter and review the process for contacting their professors. The student must get a new signed accommodations letter each semester he/she is accessing accommodations at Massasoit. The student retains the letter and a copy is held in his/her confidential file.

4. A student who has received an accommodation needs to meet with their professors to review the accommodations. This should be done during an office hour or an agreed upon private time. Disability Services does not notify faculty; this is the student’s responsibility. If this presents a problem, please contact a Disability Services counselor.

5. If a student opts to use approved testing accommodations with Disability Services, the student must notify a member of Disability Services, at least 48 hours prior to the test date, so the counselor can obtain proctoring instructions and a copy of the test from the professor. The student must also schedule an appointment for the exam at the front desk at least 48 hours prior to the test. For subsequent tests, the student will only need to schedule a testing appointment, 48 hours prior to testing, as Disability Services will already have the proctoring instructions.

6. Accommodations are not retroactive. For example, if a student opts to test in class and then decides later that they should have utilized accommodations for the test, they may not retake the exam.

7. If a student has any concerns that their accommodations are not being fully met, the student must contact Disability Services immediately.

**Policy on Personal Care Attendants and Personal Coaches:**

Massasoit Community College recognizes the role of Personal Care Attendants and Personal Coaches in the success of a student with specific disabilities. Aides must register with Disability Services and complete a short training on their roles, rules and responsibilities while on campus. Contact a disability counselor to set up a training, at least a week prior to the start of classes.

**“Service Animal” Defined:**

The American with Disabilities Act’s regulations define a “service animal” as a dog that is individually trained to do work or perform tasks for the benefit of a person with a disability. Other animal species, whether wild or domestic, trained or untrained, are not considered “service animals” for the purposes of this definition. Please consult with a Disability services counselor if you have further questions.

**Policy on Service Animals :**

Massasoit Community College generally permits “service animals” assisting individuals with disabilities in all facilities maintained by the college, where members of the public are permitted. The college requests that owners voluntarily register their service animal with disability services. This registration will assist the college in making sure that we have adequate space in the classroom for the attending dog and for emergency evacuation information.

The handler is responsible for caring and supervising the animal at all times, while on campus. Service dogs are required to be licensed and under the control of the handler.
General Accommodations and Services Available

Accommodations:
• Alternate forms of testing (Braille, enlarged print, scribe assistance)
• Assistive technology and training
• Enlarged print
• Interpreters – Sign Language (arranged 4 weeks prior to the start of classes)
• Modified examination conditions
• Note-taking
• Readers
• Remote captioning – (arranged 4 weeks prior to the start of classes)
• Scribes
• Tape-recording lectures

Services:
• Information and referral
• Individual support
• Mediation
• Registration assistance
• Self-advocacy training
• Tutoring
• Workshops

Other Types of Access:
• Accessible facilities
• Adjustable furniture (chairs & tables)
• Accessible Parking Designated in each parking area
• Automatic door openers

Services We Do NOT Provide:
• Academic Coaches
• Disability Diagnostic Testing
• Equipment and software for off-campus use
• Escorts to and from class
• Financial assistance
• Modified Coursework
• Personal-care attendants
• Personal Counseling
• Transportation
Assistive Technology Available:

Please note! Equipment and software that is assigned to a Massasoit student may not be used by anyone else. Chairs and tables placed in classrooms or labs by Disability Services should not be moved without contacting Disability Services first.

- Alpha Smart 3000- Is a small computerized note taking device.
- Audio recorders
- Braille Printer- Specialized printer that prints documents in Braille.
- CCTV: Used to enlarge material for students with visual disabilities
- Individual Assistive Listening Devices, FM Loops- a device used to amplify sound.
- Jaws: Screen reader software that speaks to a student who cannot see the information
- Kurzweil 1000- screen reader software used for blind and low vision disabilities
- Kurzweil 3000: Screen reader software that highlights text as it reads. Assists students who have language processing learning disabilities in reading
- Live-Scribe Smartpen- A computerized note taking pen that synchronizes audio recording with written notes.
- Naturally Speaking/Dragon Dictate: Speech recognition software that allows the student to dictate to the computer instead of typing
- Personal amplification system: Used by students who are hard of hearing to amplify instructor’s voice
- Victor Reader RFBD Compatible CD Player- Is a CD player for use with RFBD CD’s
- Zoom Text & Magic: Enlarges computer screen for sight impairment

Our Responsibility To You!

The Disability Service providers of Massasoit Community College strive to foster a collegial atmosphere and ensure the students’ access to the college campus and their courses. We are responsible for maintaining the students’ right to privacy and confidentiality. We uphold the students’ right to acquire equal opportunity for an education and for participation in college programs and activities. We are guided by the “Association on Higher Education and Disability” and their code of ethics.

Contact Us

**Brockton Campus:**

Andrea Henry – room SC-180 508-588-9100 ext. 1805 ahenry4@massasoit.mass.edu
Julie McNeill-Kenerson- room SC-181 508-588-9100 ext. 1424 jmcneill1@massasoit.mass.edu
Cathy Brogna – room SC-183 508-588-9100 ext. 1425 cbrogna@ massasoit.mass.edu

**Canton Campus:**

Julie McNeill-Kenerson or Andrea Henry 508-588-9100 ext. 2132

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AHEAD “Code of Ethics”

1. Postsecondary disability service providers are committed to facilitating the highest levels of educational excellence and potential quality of life for postsecondary students with disabilities.

2. Postsecondary disability service providers strive to achieve and maintain the highest levels of competence and integrity in all areas of assistance to adult students with disabilities. This support is guided by the consistent use of objective, professional judgment in all areas, especially when addressing the confidential nature of the student’s disability.

3. Postsecondary disability service providers continually participate in professional activities and educational opportunities designed to strengthen the personal, educational, and vocational quality of life for students with disabilities. This includes the on-going development of strategies, skills, research, and knowledge pertinent to the highest quality of disability service delivery whenever and wherever it occurs.

4. Postsecondary disability service providers carry out their responsibilities in accordance with AHEAD professional standards and policy guidelines for adult students with disabilities. When certified, licensed or affiliated with other professionals or organizations, they comply with those professional guidelines as well.

5. Postsecondary service providers are actively engaged in supporting and clarifying institutional, state, provincial, and federal laws, policies, and procedures applicable to the service delivery to students with disabilities. Compliance implies that professionals will not condone or participate in any unethical or illegal acts discussed within these guidelines.

Affirmative Action Statement

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Title IX Coordinator, Yolanda Dennis, Office of Institutional Diversity, 508-588-9100 X1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College’s Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, X1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education’s Office for Civil Rights.
Contact Us

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- Andrea Henry - Rm SC-180
- Julie McNeill-Kenerson - Rm SC-181
- Cathy Brogna - Rm SC-183

Phone
- 508-588-9100 ext. 1805
- 508-588-9100 ext. 1424
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Email
- ahenry4@massasoit.mass.edu
- jmceill1@massasoit.mass.edu
- cbrogna@massasoit.mass.edu

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