

# DISABILITY SERVICES

The Office of Disability Services ("Disability Services") is committed to providing a welcoming and affirming environment for all students. We recognize the importance of intersectionality and the diverse experiences of all students and continuously build upon partnerships with Ocean County College faculty, staff, and students to ensure all aspects of student life are accessible, equitable, and inclusive of individuals with disabilities.

Disability Services is further committed to equalizing access to academic and/or environmental accommodations and providing support for qualified students with disabilities pursuing academic, personal, and professional goals. The office strives to provide the necessary tools, support and resources for students to become responsible decision-makers and self-advocates in charge of their own future. Eligibility for accommodations and services is guided by the Americans with Disabilities Act of 1990 (ADA), ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act (Section 504).

## Our Principles

### Disability is Diversity.

- We recognize that disability is a natural part of human variation and an aspect of diversity.

### All students should have equal access.

- We are committed to equalizing access to accommodations and support for all students.

### Confidentiality is a right.

- We do not share information about a student's disability or other identities without the student's explicit permission. Faculty or staff who have questions or concerns can be directed to speak with our office. We will only communicate information about the student's accommodations to the necessary staff/faculty who will be implementing them.

## Requesting Accommodations

The Office of Disability Services values a collaborative process as we work with students to establish services. Disability Services staff will work with each student on an individual basis to determine reasonable accommodations facilitating access to learning and other student life experiences. The information the student provides is an essential component in the determination of reasonable accommodations and services. Disability Services staff determine approved accommodations after reviewing the request for support services, supporting documentation of permanent disability and/or chronic medical condition viewed as a disability (as appropriate), past use of accommodations, and the likely impact of disability on the student's educational experiences at Ocean County College.

Students with a documented permanent disability and/or chronic medical condition recognized as a disability who are seeking reasonable accommodations and services at Ocean County College should:

1. **Complete and submit an initial request for accommodations online using our Intake Form** (<https://ocean-accommodate.symplcity.com/>

[public\\_accommodation/](#)). Upon completion of this form, the student will receive a confirmation email of submission.

2. **Gather documentation of disability for review.** Supporting documentation such as medical records (e.g. VA Benefit Summary), comprehensive professional evaluations, psychoeducational testing and school records (IEP or 504 Plan) will help guide our conversation and provide information about specific requests. Disability Services reserves the right to request up to date (within 3 years), additional documentation or information for review and/or approval of accommodations.
3. **Provide documentation for review.** Students can submit documentation using one of the following methods:
  - Secure upload through the Accommodate portal (preferred method)
  - Email [accommodation@ocean.edu](mailto:accommodation@ocean.edu)
  - Fax 732-864-3860
4. **Meet with a staff member from Disability Services.** Students will receive a response in a timely manner indicating that documentation has been reviewed and instructions on how to schedule an appointment. The meeting will include a review and interactive discussion of the accommodation request, including discussion and referral to additional resources available to students at Ocean County College.

**Special Note:** Meetings are designated for OCC students. We acknowledge the valuable role that parents, guardians, and advocates play in supporting a student's academic journey. To ensure a student-centered approach, our staff will first meet one-on-one with the student to discuss accommodations, services, resources, and any concerns they may have. This initial conversation allows staff to gain a clear understanding of the student's needs and experiences. With the student's permission, a parent, guardian, or advocate may be invited afterward for a recap of the discussion and to address any additional questions.

**Please note that depending on scheduling and when documentation is received this process can sometimes take up to 30 days.**

## Using Academic Accommodations

Accommodations are tailored to meet the needs of each student. The goal of the Accommodation Letter is to eliminate the barriers caused by the disability in order to afford the student equal access and opportunity in academic programs and services. Once the student is approved for accommodations by the Office of Disability Services, it is the student's responsibility to request any accommodations such as interpreting or captioning services, alternative format textbooks, auxiliary aids, and/or other services in a timely manner in accordance with Disability Services policy and procedures. Students may request an appointment to review approved accommodation(s) at any time during the semester, especially if there are questions or concerns.

Approved accommodations require student involvement each semester. It is the student's responsibility to request a copy of their valid OCC Accommodation Letter each semester from Disability Services through the Accommodate portal (<https://ocean-accommodate.symplcity.com/students/?s=home>). We recommend requesting a copy of the approved Accommodation Letter at least two weeks prior to start of the course

and send the OCC Accommodation Letter to each instructor on the first day of the semester or as soon as the student is approved for accommodations. Students are encouraged to schedule a meeting with each instructor during office hours to discuss the implementation of approved accommodations in their course(s).

**For more information, contact the office at 732-255-0456 (711 Relay) or email [accommodations@ocean.edu](mailto:accommodations@ocean.edu). To learn more about procedures for using specific accommodations or general service provision, review the Disability Services website (<https://www.ocean.edu/student-resources/disability-services/>).**

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## Office Information

Office of Disability Services

Location: Library Building #3, Room 016 (Ground Floor)

Phone: 732.255.0456

Fax: 732.864.3860

TTY/TDD/Speech: NJ Relay 711

Office Hours: Monday through Friday, 8:30 a.m.- 5:00 p.m. – By appointment only

Email: [accommodations@ocean.edu](mailto:accommodations@ocean.edu)