STUDENT DISABILITY RESOURCE CENTER (SDRC)

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Greenville Technical College is committed to providing equal opportunity for all students with disabilities and assisting them in making their college experience successful in accordance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

Student Disability Resource Center (SDRC) is available to assist in the planning and implementation of appropriate accommodations. Students who have a physical, learning or mental health impairment that substantially limits a major life function are responsible for identifying themselves to the Student Disability Resource Center and providing appropriate documentation. SDRC will offer services and assist students in developing an accommodation plan based on the severity of their disability and course requirements.

The Student Disability Resource Center office is located on the Barton Campus in the Student Center (Building 105, Office 113). Students can contact our office via phone at (864) 250-8202 or email ***DisabilityServices@gvltec.edu***. Services are available by appointment at the Brashier, Benson and Northwest campuses. Visit our web page at ***https://www.gvltec.edu/disability-services/***.

The Student Disability Resource Center (SDRC) office provides services to students who have a disability. The students must provide documentation to receive accommodations. Although the office is physically located on the Barton Campus in the Student Center, services are provided at all satellite campuses.

Services to students with disabilities are mandated by several pieces of federal legislation: the Americans with Disabilities Act of 1990 (ADA) addresses program accessibility; Amendments of 2008 (ADAAA) prohibits discrimination against "qualified" individuals with disabilities in all employment practices; the Rehabilitation Act of 1973 (as amended) that requires colleges to make "reasonable accommodations" (Section 504); provide computer and technology accessibility (WCAG 2.0); the Family Education Rights Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) that protects the privacy and confidentiality rights of students who disclose a disability.

Implementing these pieces of legislation is the responsibility of the SDRC staff, faculty, and college staff. Students are required to provide documentation verifying their disability. Documentation can include a psycho-educational evaluation from a psychologist or a statement from a therapist, psychiatrist, or physician. SDRC is responsible for reviewing the documentation and developing an accommodation plan based on the nature and severity of the disability and course requirements. The SDRC office also protects the student's confidentiality and privacy rights. Academic and disability records are never combined. Faculty members are responsible for reviewing the accommodation plan with the student and assisting with implementing the approved accommodations.

Frequently Asked Questions

1. What if I am unable to provide the accommodation listed on the student's accommodation form? The Director of SDRC approves accommodations that are listed in the documentation. The accommodation email is sent to each instructor based on the student's schedule. The instructor must provide the accommodation. The most frequently requested accommodation is in testing situations. SDRC maintains a testing lab for students and has an assistive technology lab for students who need computer accessibility for screen reading, screen enlargement, or adaptive equipment.

2. What if a student discloses a disability directly to the instructor and asks for accommodation? Students who disclose a disability should be directed to SDRC to review proper documentation and develop an appropriate plan. Due to privacy and confidentiality requirements, instructors are encouraged not to accept documentation or ask students if they have a disability. Please refer students to the SDRC office.

3. How can I help students with a disability receive accommodations promptly? A valuable service that a faculty member can provide is, on the first day of class, announcing that students who have a disability and need accommodations should contact the Student Disability Resource Center.

4. Will SDRC assist students who are not fluent in English? No. Although students who are not fluent in English may be at a disadvantage, they are not considered disabled and cannot be served by SDRC.

5. What is the faculty member's role after a student is awarded accommodations? If you have received the accommodation email, it indicates that the student has completed the intake process and has provided the appropriate documentation. Faculty are expected to review the accommodation plan with the student and assist in implementing the accommodations. The accommodations must be followed.

6. Regarding Preferential Seating, what is the procedure for reserving a seat in the classroom? Does SDRC do that before/by the first day of class? If so, will it be done on satellite campuses as well? Preferential seating is an approved accommodation that will be included in the accommodation email that instructors receive. The preferential seating accommodation is not limited to one campus. We aim to place the "reserve seating" card on the desk/chair before the first day of classes; however, students may not complete the intake process before classes begin.

Guidelines for Requesting SDRC Test Proctoring

Student Disability Resource Center proctors approximately 100 tests per week. To best serve faculty and students, follow the guidelines below when sending or bringing tests to be proctored.

1. Submit tests in a sealed 9" x 12" envelope or send via email to disabilityservices@gvltec.edu.

2. Attach a test proctoring form to the outside of the envelope. This form may be obtained from Louisa Wickline (Louisa.Wickline@gvltec.edu).

3. Provide the information listed below on the test proctoring form. When completing this form, supply as much detailed information as possible. Students often say they have permission to use a dictionary, class notes, calculator, etc., and it is often difficult to verify this information.
   - class name and section number
   - instructor's and student's name

- provide instructions on what the student is allowed to use other than what is indicated on the student's accommodation form, e.g., open book, notes, formulas, etc.
- indicate if the instructor will pick up the completed test or where the completed test is to be returned, such as an office, mailbox, administrative assistant, etc.
- indicate if a student is to take the test on a specific date or whether there is a range of time and dates.

Sending both blank and completed tests through campus mail is not encouraged due to the lag time associated with campus mail. It is preferable that faculty do not use this option since tests may be misdirected and/or lost.

Administrative Office
Building 105-Room 113
Monday - Thursday 9 a.m. - 5:30 p.m.
Friday 9 a.m. - 1 p.m.

Testing and Computer Lab
Building 105-Room 101
Monday - Thursday 8:00 a.m. - 5:30 p.m.
Friday 8:00 a.m. - 1 p.m.

The SDRC staff is available by appointment for students or faculty who need services or information outside operating hours. After hours, testing is available upon request; a two-day lead time is appreciated.

Service Animals

Greenville Technical College's service animal policy is located online under Administrative Policies. For additional information, see the service animal policy (https://www.gvltec.edu/about_greenvilletech/administration_governance/admin_policies/3-04.1-Procedure-Service-Animals.html) link.