**The Law**

The ADAAA, Section 504, and the Family Educational Rights and Privacy Act (FERPA) protect you and every student with a disability who participates in higher learning.

ADAAA defines a person with a disability as anyone with a physical or mental impairment that substantially limits one or more major life activities. An individual is considered to be a person with a disability if he or she has proper documentation of an identified disability from a qualified professional.

Section 504 states, “No otherwise qualified person with a disability . . . shall, solely on the basis of disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

FERPA is a federal law that provides all students with certain rights concerning their student education records and protects the privacy of such records.

**Differences Between High School and College**

<table>
<thead>
<tr>
<th>High School</th>
<th>College</th>
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</thead>
<tbody>
<tr>
<td><strong>Structure</strong></td>
<td>Class time is structured; limits are set by parents, teachers, and other adults. Students determine course load and times; managing personal time and study time is up to the individual.</td>
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<tr>
<td><strong>Class Time</strong></td>
<td>6 hours per day – 30 hours per week</td>
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<tr>
<td><strong>Study Time</strong></td>
<td>1-2 hours per day</td>
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<tr>
<td><strong>Responsibilities</strong></td>
<td>Teachers remind students of assignments, behavior expectations, grading principles, and school policies. Students are responsible for assignment due dates, maintaining professional behaviors on campus, and being aware of grading procedures and course requirements.</td>
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<tr>
<td><strong>Educational Services</strong></td>
<td>The school system is governed by law to provide educational services and determine if additional supports are necessary. Parents are advocates for students under age 18. The student must initiate contact with the Disability Support Services office to determine eligibility and meet with faculty to discuss approved accommodations. The institution must provide accommodations for students with documented disabilities.</td>
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</table>

Harford Community College is committed to serving students who have documented physical, learning, psychological, or other disabilities. A smooth and positive transition from high school to college helps students to succeed in college. To become a successful student, you must be aware of the differences between high school and college.

For information, contact:
Disability Support Services
Harford Community College
401 Thomas Run Road
Bel Air, Maryland 21015
Phone: 443-412-2402
MD Relay 7-1-1
www.harford.edu/dss
Accommodations are modifications to the academic requirements that are necessary to ensure equal access for individuals with a disability. Students are granted accommodations based on the documentation they have provided of their disability. Accommodations are tailored to meet individual needs.

Examples of accommodations for equal access include but are not limited to:

- Assistive technology
- Books in alternate format
- Extended time for in-class assignments, quizzes, and exams
- Interpreters
- Notetakers
- Permission to record lectures
- Preferential seating

While providing accommodations is the primary responsibility of our office, DSS Student Development Specialists can assist students with other services including:

- **Academic Advising**
  We provide information about degree plans, program requirements and HCC policies and procedures.

- **Career Advising**
  We can assist you with career planning resources that help you clarify, develop, and plan your career pathway.

- **Transfer Advising**
  We can help you prepare to transfer from HCC to another institution.

- **Assistive Technology Training**
  We provide instruction for various types of assistive technology.

All students with disabilities have the responsibility to follow the procedures listed below for obtaining accommodations.

1. **Complete the online intake form and submit documentation of a disability to Disability Support Services (DSS) in the Student Center.**
   - Submit documentation by uploading it directly within Harford Accommodate or in-person delivery at the time of your DSS orientation appointment.
   - Please note, once your intake form has been submitted, DSS will contact you to schedule your DSS orientation with a DSS advisor.

2. **Schedule and attend your DSS orientation. During the orientation you will:**
   - Complete our registration forms and discuss the documentation you submitted.
   - Provide details about barriers you experience in your academics.
   - Discuss accommodations that would work best for you and how to set up those accommodations.
   - Please note, you are not considered fully registered with the office until you have completed your DSS orientation, provided documentation, and been approved for accommodations.

3. **DSS will contact you regarding accommodations. If approved, you will receive an email to your Harford OwlMail account instructing you how to request and secure your accommodations through Harford Accommodate:**
   - Follow the link provided in the email.
   - Log into Harford Accommodate to make your semester request for accommodations.
   - Once your semester request is approved, print your Accommodation Memos, submit a copy to your instructor, and contact your instructor to discuss your accommodations (i.e. either through face-to-face meeting or electronically).
   - Please note, you can contact DSS at any time if you have questions or concerns about your accommodations.