

Office for Students with Disabilities

The Office for Students with Disabilities (OSD) is available to provide reasonable accommodations for students with disabilities. The goal of the program is to ensure that students with disabilities will have equal access to Normandale courses, programs, and events through appropriate and reasonable accommodations.

WHAT IS A DISABILITY?

According to the Americans with Disabilities Act of 1990 and 2008, a person with a disability is someone with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. This includes but is not limited to, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, concentrating, speaking, breathing, learning, reading, thinking, communicating, and working.

WHAT ARE EXAMPLES OF DISABILITIES ACCOMMODATED THROUGH THE OFFICE FOR STUDENTS WITH DISABILITIES?

The disability areas accommodated include, but are not limited to, learning disabilities, hearing and vision losses, physical, intellectual, and psychological disabilities, attention deficit and autism spectrum disorders, brain injuries, and other health disabilities.

HOW DO STUDENTS REGISTER WITH THE OSD?

Students need to be admitted to Normandale Community College. Then students should follow the Admission's Office information sent in the acceptance packet. Once students have registered for classes through an Advising and Registration session, they should make an appointment for an intake interview. Students need to present documentation of a disability at the intake/interview, which may include high school special education records or a report from a licensed psychologist, disability specialist, or medical doctor. Once students have presented documentation of their disability and have completed the intake/interview with the OSD director, a variety of accommodations may be provided, which are determined on a case-by-case basis.

WHEN SHOULD STUDENTS BEGIN TO MAKE ARRANGEMENTS FOR RECEIVING ACCOMMODATIONS THROUGH THE OSD?

Students should make an appointment for an intake/interview several weeks before classes begin. This is essential in order to arrange for certain accommodations including alternative format textbooks, interpreters, and other OSD services; late registration may limit immediate assistance. Students who need a sign language interpreter should contact the OSD office before registering for classes.

CAN THE COLLEGE CHARGE FOR PROVIDING ACADEMIC ACCOMMODATIONS?

The college may not charge students for necessary reasonable accommodations.

WHAT ARE EXAMPLES OF REASONABLE ACCOMMODATIONS THAT ARE PROVIDED BY THE OSD TO STUDENTS WITH DISABILITIES?

- Accommodations for the Accuplacer placement tests
- Alternative testing that may include extended time, a quiet place, audio recording, or writing assistance
- Note taking or recording of lectures
- Alternative format textbooks
- Adjustable tables or chairs
- Sign language interpreting
- Provision of and/or orientation to assistive technology
- Priority Registration
- Other reasonable accommodations

WHAT OTHER SERVICES DOES THE OSD PROVIDE?

- Assistance with course selection and registration
- Organization or time management assistance
- Support for coping with a disability in college
- Assistance with faculty contacts
- Support groups
- Referral to other services on campus such as tutoring

WHAT KINDS OF SERVICES ARE NOT PROVIDED BY THE OSD?

- Assistance with homework
- Individually prescribed devices
- Attendants
- Transportation
- Special college classes
- Case manager
- Personal tutoring
- Readers for personal use or study

MUST THE OSD PROVIDE STUDENTS ALL THE ACCOMMODATIONS AND AUXILIARY AIDS THEY REQUEST?

Normandale is not required to provide academic adjustments or aids that would fundamentally alter the nature of a program or the academic requirements that are considered essential to a program of study or to meet licensing requirements.

HOW DO I CONTACT THE OSD STAFF?

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OSD website: www.normandale.edu/osd Information such as "Steps" brochure for Normandale and OSD registration are available at this site.

This information can be obtained in alternative format upon request.

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