WINTHROP UNIVERSITY | Office of Accessibility

Student Handbook 2023-2024

The Office of Accessibility (OA) at Winthrop University is committed to facilitating equal access to campus programs and services for students with disabilities through accommodations, education, consultation, and advocacy.

This handbook was created to inform students with disabilities about support services and resources available on and off Winthrop's campus. It outlines student's rights and responsibilities related to disability accommodations. This handbook is updated periodically in anticipation of the upcoming academic year.

Please review this handbook thoroughly. If any questions about student rights, student responsibilities, or OA procedures arise, please contact OA at 803/323-3290 or by email at accessibility@winthrop.edu.

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OFFICE OF ACCESSIBILITY OVERVIEW

OA Contact Information

Location	Macfeat House, Rock Hill SC 29733
Email	accessibilty@winthrop.edu
Phone	803/323-3290 (V/TDD)
Fax	803/323-4585

OA Office Staff

Position	Name/Office Location	Email
Program Director	Shardae Nelson-Johnson 110 Macfeat Hall	nelsons@winthrop.edu
Coordinator	Ashley McLean 108 Macfeat Hall	mcleana@winthrop.edu
Administrative Specialist	Hope Williams 101 Macfeat Hall	williamsh@winthrop.edu
Test Center Operations Manager	Karen Medlin 202 Macfeat Hall	medlink@winthrop.edu
Test Center Assistant	Lexi Meyer 104 Macfeat Hall	testcenter@winthrop.edu

OA Hours of Operation

Semester	Day	Time
Fall/Spring	Monday-Thursday	8:30 am – 5:00 pm
	Friday	9:30 am – 4:00 pm
Summer	Monday – Thursday	8:00 am – 5:30 pm
	Friday	8:00 am – 11:30 am

OA Test Center Hours of Operation

Semester	Day	Time
Fall/Spring	Monday - Thursday	8:00 am – 5:30 pm
	Friday	9:00 am – 1:30 pm
Summer	Monday – Thursday	8:00 am – 5:30 pm
	Friday	**Closed**

DISABILITY LAWS IN HIGHER EDUCATION

The information below defines the term "disability," explains Winthrop's responsibility to provide reasonable accommodations, and describes the laws that guide the provision of disability-related accommodations here at Winthrop University.

What is a Disability?

A disability is a mental or physical condition that restricts an individual's ability to engage in one or more major life activities. Major life activities include, a person's ability to care for one's self, perform manual tasks, see, hear, eat, sleep, walk, stand, lift, bend, speak, breath, and work. Major life activities also include school-related tasks such as learning, reading, concentrating, thinking, and communicating. Major life activities include the operation of "major bodily functions," including, functions of the immune system, normal cell growth, as well as digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

Some examples of conditions that can be disabilities are, but are not limited to:

- Chronic medical illnesses such as diabetes or seizure disorders
- Deafness or other types of hearing impairments
- Dyslexia, ADHD, or other learning disabilities
- Mobility disabilities such as cerebral palsy or multiple sclerosis.
- Psychological conditions such as depression, anxiety disorders, or PTSD
- Speech impairments
- Traumatic brain Injury
- Visual impairments such as low vision or blindness

Section 504 of the Rehabilitation Act of 1973

[Section 504 of the Rehabilitation Act of 1973](#) is considered the first civil rights legislation for persons with disabilities on the national level. It is designed to eliminate discrimination against individuals with disabilities. The act clearly states:

> *No otherwise qualified individual with handicaps in the United States shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.*

Under Section 504, institutions are required to appoint and maintain at least one person to coordinate its efforts to comply with the requirements of Section 504. Individuals working in the Office of Accessibility have the ongoing responsibility of assuring that Winthrop University practices nondiscrimination on the basis of disability.

The Americans with Disabilities Act

[The Americans with Disabilities Act](#) (ADA) was signed into law in July 1990 and is patterned after Section 504 of the Rehabilitation Act but extends the civil rights protections of Section 504 to persons with disabilities in private sector employment, all public services, transportation, and telecommunications. According to the ADA, any person who has a physical or mental impairment which substantially limits one or more major life activities (such as walking, seeing, hearing, working, or learning) meets the definition of an individual with a disability. Individuals with a record of such a condition or individuals who are regarded as having such a condition are also entitled to protection from discrimination.

CONFIDENTIALITY AND RELEASE OF INFORMATION

All materials pertaining to a student's disability are confidential. All student records are governed by FERPA (Family Educational Rights and Privacy Act). The primary rights given to students under FERPA are the right to inspect and review education records, the right to seek to amend education records, and the right to have some control over the disclosure of information from education records.

A student may grant OA written permission to discuss their disability with faculty and staff, parents, coaches, and/or advisors who require further information. Disability-related information will be shared only on a limited basis within the institutional community. Information will not be released without consent unless federal or state law requires it.

OFFICE OF ACCESSIBILITY STUDENT SUPPORT

The Office of Accessibility (OA) can assist students in a number of ways to address their disability-related needs including consultations with students, advocacy on students' behalf regarding access barriers, and the provision of auxiliary aids as needed.

- **Academic Consultation** – OA staff will provide academic consultation to students as it relates to disability barriers. Students with disabilities can schedule appointments with OA to discuss concerns as they arise. Keep in mind that OA staff members do not take the place of a student's assigned academic advisor.

- **Academic Accommodations** – OA will provide a Letter of Accommodation for each student who is approved for course-related accommodations due to a disability. This letter is sent to instructors via AIM (Accessible Information Management) and verifies that each student has a disability and list each student's approved course accommodations. The letter does not disclose the type of disability a student has or any other confidential information. Students are not required to disclose confidential information, such as, their disability diagnosis or details concerning the history of their disability to their instructors.

- **Eligibility and Support Statements** – Students with disabilities can request accommodations for many aspects of college life, if needed, including campus housing, classroom seating, building access, etc. In order to request these types of accommodations, students need to submit an accommodation request application and adequate supporting documentation to OA.

  Note: It is advised that students connect with the Office of Accessibility prior to submitting a request to ensure that they understand what type of information is required for the particular request they are making. Some requests require that specific OA disability verification forms be completed by a student's provider. To learn more about request requirements, please see OA's webpage on the Winthrop University website or contact OA via phone, in-person, or email.

- **Advocacy** – The Office of Accessibility staff may serve as an advocate within the university for students with disabilities when appropriate.

- **Alternative Text** – For academic use only, OA accepts requests for alternative course textbook formats from students approved for that particular accommodation due to a disability. Fulfillment times for alternative textbook requests vary; therefore, it is suggested that the request be submitted upon enrolling in a course.

- **Auxiliary Aids and Services** – Auxiliary aids and services are items, equipment, or services that assist in effective communication between individuals who have disabilities and the environment around them. Examples of auxiliary aids and services include ASL interpreting, test reading software, audio recorders, and assistive listening devices. If a student is approved to utilize an auxiliary aid or service due to a disability, OA will advise them of the steps they need to follow to loan out an item from OA or coordinate a service for their classes.

- **Disability Information and Evaluation Referral** – Colleges and universities are not required to provide "personal services" to students with disabilities, per applicable laws. Below are some examples of common personal services:

    o Private tutoring
    o Personal care attendant (PCA)
    o Personally prescribed medical devices (eyeglasses, wheelchairs, hearing aids, etc.)
    o Personal transportation
    o Personal assistance with transporting books or other personal items

  The Office of Accessibility may provide students with information on agencies that can assist with disability concerns beyond the scope of the services that are offered by the university, including information on external organizations that offer assessments or evaluations. Students are responsible for the cost of any external services.

- **OA Test Center** – The OA Test Center is available to all students who utilize testing accommodations approved by the Office of Accessibility. These students can use AIM (Accessible Information Management) to schedule class testing with the Test Center, as needed, to utilize their testing accommodations.

STUDENT RIGHTS AND RESPONSIBILITIES

Winthrop University is committed to following Sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA) as amended in 2008 (ADAAA), and other applicable federal and state regulations and university policies that prohibit discrimination on the basis of disability. Under these laws, eligible students with a documented disability have a right to receive reasonable accommodations. Students also have responsibilities under these laws.

Student Rights

Students with disabilities have the right to:

1. An equal opportunity to learn. If the location, delivery system, or instructional methodology limits access, participation, or the ability to benefit, students have a right to reasonable alterations in those aspects of the course (or program) to accommodate a disability.

2. An equal opportunity to participate in and benefit from the academic community. This includes access to services, extra-curricular activities, and housing at a comparable level as that provided to any student.

Student Responsibilities

Students with disabilities are solely responsible for identifying themselves and disclosing information about their disabilities to the Office of Accessibility (OA) staff using OA's registration process. **The eligibility determination process is not a same day process** and requires students to complete the following steps.

1. Complete and submit OA's Online Student Application to the Office of Accessibility via AIM (Accessible Information Management).

2. Submit documentation of a disability from a qualified and appropriate professional to OA. This documentation must clearly demonstrates how the disability affects/impacts a particular delivery system, instructional method, or evaluation criteria. After submitting the application through AIM, students are taken to a second page to upload their disability documentation. Application confirmation emails do include a link for submitting documentation at a later time, if needed. See the OA Documentation Guidelines page in order to learn about disability documentation criteria.

3. Complete an OA Welcome Appointment to review documentation and discuss accommodation requests with an OA staff member.

   Students may be asked to provide additional documentation if the information that has been provided is not sufficient to determine if the request is reasonable.

Once reasonable accommodations have been approved, students are responsible for sending their accommodation information to their instructors and participating in the delivery of their accommodations per guidelines provided by OA.

1. Registered students use the [Student AIM Portal](#) to request that their Letters of Accommodation (LOAs) be sent to their instructors at the beginning of each course in which they intend to use academic/course accommodations.

2. Once a student's LOA has been sent to their instructors, students need to meet with their instructors to have an initial discussion concerning their accommodations and plan for their accommodation use based on the format and requirements of each class. All students must meet and maintain fundamental academic and technical standards. Students should notify their instructors of the need to utilize their accommodations as the need arises throughout the semester.

3. Each student who is approved for disability-related accommodations should notify OA of any issues, concerns, or delays in receiving requested accommodations in a timely manner.

ACCOMMODATION EXPECTATIONS

Accommodations are provided for the purpose of **ensuring equal access** to an education. They are not a guarantee of a certain grade or of success in a particular class; rather, they are intended to "level the playing field" for students with disabilities. Students with disabilities are expected to fulfill all academic and course requirements and evaluation standards, as is expected of all students.

Accommodations for permanent or temporary disabilities are approved on a **case-by-case basis**. Accommodations are assigned depending on the documentation that each student submits, the impact of each student's disorder, and the Office of Accessibility's (OA) conversations with each student regarding their strengths, concerns, and needs. An accommodation which is reasonable in one class may not be reasonable in another.

No accommodation will be provided if it compromises or alters essential elements or evaluation standards of a course or program. They are considered classroom supplements and do not replace regular classroom attendance or participation.

If students intend to use accommodations during a semester, they must log into [AIM](#) and send their Letter of Accommodation to instructors using these steps.

1. For every semester in which students wish to utilize accommodations, they must submit a Faculty Notification Letter (FNL) request. On the AIM homepage, they will select the classes in which they are requesting accommodations by checking the boxes. Then, click "Step 2 –Continue to Customize Your Accommodations".

2. On the next page, all approved academic/course accommodations will appear under each class. The accommodations are automatically checked. If there is an accommodation that a student does not need for a class, the student can uncheck that particular accommodation. Scroll down to view all classes, and then click "Submit Your Accommodation Request".

3. To confirm that the Letter of Accommodation has been sent, students can go back to the AIM homepage. Next to each class, students will see the word "Requested". Students will also receive a confirmation email for each class they submit a request for. After completing these steps to send their LOA to their instructors, students should follow up with their instructors to discuss their accommodations for each class.

Accommodations are NOT provided retroactively. OA is unable to provide accommodations for academic work completed before a student is approved for accommodations or before a student requests accommodations from their instructors. It is imperative that students send their Letter of Accommodations to their instructors at the beginning of courses, communicate with their instructors to plan for their accommodation use at the start of each course, and follow up with instructors throughout the semester as the need to utilize accommodations arises. Untimely requests may result in delay, substitutions, or denial of accommodations.

ALTERNATIVE TESTING

Alternative testing is available to all Winthrop University students who are registered with the Office of Accessibility (OA) and approved for testing accommodations. Our trained OA Test Center staff is courteous and committed to offering a confidential environment that is accessible to all individuals. By adhering to the NCTA Professional Standards and Guidelines, OA maintains academic integrity while helping test takers meet their educational goals.

All tests are by appointment only and must be scheduled **at least one week (5 business days) in advance**. Business days do not include weekends. For example, if you need to test on a Monday, you would need to submit a request no later than the previous Monday.

Scheduling Exams at the OA Test Center

1. At the beginning of each semester, students need to log in to AIM and specify which classes they are requesting exam accommodations for. Students are unable to schedule exams until they have completed this step.

2. Students schedule exams through AIM by selecting the *Alternative Testing* tab listed under *My Accommodations* on the left side of the screen.

3. Enter exam details (type of exam, date, time, and which testing accommodations are requested) for each class. Note: Instructors will be prompted to complete a Testing Agreement if it has not already been completed.

4. Each time students schedule exams, they will receive emails either approving their exam requests or asking them to contact the OA Test Center due to a request not complying with the parameters that an instructor specified in the Testing Agreement.

5. It is recommended that students complete this process early in the semester. Each exam must be scheduled in AIM by the deadline.
   - **Quizzes/Standard Exams, occurring before week 3:** ASAP
   - **Quizzes/Standard Exams, occurring week 3 or after:** 1 week (5 business days) in advance
   - **Finals held during the University's Finals Week:** 3 weeks prior to the last day of classes
   - **Finals held outside of Finals Week:** 7 days (5 business days) in advance

Students who do not submit test requests with adequate notice will be given <u>one</u> exception per semester. Requests with a notice of less than 24 hours will automatically be denied, even if an exception has not been used for the semester. Any future requests after the exception will be denied and the professor will be notified.

Final Exam Scheduling and Notifications

Please note: the OA Test Center follows the campus-wide final exam schedule. Students must choose the date/time the rest of the class is taking the exam, unless there is a valid academic conflict. In cases where such a conflict exist, Test Center staff may move the exam to the nearest time slot. This enables the OA Test Center to ensure all accommodations are provided to students for finals week.

A Note about Scheduling Software-Based/Online Exams

Students should take note of the following when scheduling software-based/online exams.

- Students seeking to utilize their testing accommodations are <u>not</u> typically required to take Blackboard exams at the OA Test Center in order to receive extended time if their class is <u>not</u> taking the exams in a proctored environment as well.
- If a test is online and not proctored, students are responsible for reminding the instructor to set the test for the appropriate extended time (e.g., "Professor Smith, as per my accommodation letter, please set my online test for 50% extended time."). Students should communicate with their instructors at the beginning of their courses to agree upon a plan for requesting extended time for software-based/online exams.
- If students intend to take online or software-based exams with the OA Test Center, please remind instructors to communicate the software/passwords needed for exams to OA Test Center staff.

Test Center Guidelines

The OA Test Center follows standard procedures so students know what to expect when they arrive to take their tests. All students who intend to utilize the OA Test Center should familiarize themselves with and adhere to the following guidelines.

1. Schedule tests for the same day and at the same time that the test is given in class unless there is an academic-related scheduling conflict. **Non-academic obligations are not considered valid scheduling conflicts.** If students have an academic conflict (see examples below), they are responsible for discussing this conflict with their instructor prior to scheduling the test at a different time with the OA Test Center. Instructors must send their approval via email to the Test Center before the Test Center can administer the test at an alternative time.

   Examples:

   - If the use of extended time for an accommodated test interferes with back-to-back classes.
   - If a student attempted to schedule a week (5 business days) in advance, but the OA Test Center has no available space. In this instance, Test Center staff will contact the instructor to discuss a reasonable alternative testing option.

2. Plan accordingly. Test Center staff will not provide students with excuses for missing class or work in order to complete a test.

3. If a student is unable to take a test as scheduled due to illness or other emergency, they should notify the Test Center staff and their instructor as soon as possible. The student and instructor must agree on arrangements for rescheduling the test before Test Center staff will administer the test.

4. **ONLY STUDENTS WITH TESTING APPOINTMENTS MAY ENTER THE TEST CENTER.** The OA Test Center is a reduced-distraction environment. Unnecessary interruptions are strictly prohibited. Unless you are checking in for your appointment and are ready to begin your exam, you will need to contact the Test Center Operations Manager, Karen Medlin, with any questions or concerns at medlink@winthrop.edu or call 803-323-3290 (option #3

On Test Day:

- o **Arrive on time.** It is recommended that students arrive 5-10 minutes (but no more than 15 minutes) prior to the start of the test. This allows time for the proctor to give testing instructions and for students to put away any personal belongings in provided cubicles. If a student is late, those minutes will be deducted from the allotted time. Instructors will be notified.
- o **Present Winthrop ID** prior to taking a test. No test will be administered without proper identification. **NO EXCEPTIONS**.
- o **Bring only permitted materials into the testing stations.**
  - Calculators must be of the type permitted by the instructor and may be inspected by Test Center staff prior to use. Calculators with internet capability are not permitted. The Test Center has a limited supply of basic and scientific calculators for student use and we recommend you bring your won.
  - Students may only use notes if an instructor has indicated to the Test Center that they are allowed. Notes will be collected and forwarded to the instructor.
  - Scratch paper will be provided by the Test Center. Scratch paper will be collected, attached to a student's completed test, and forwarded to the instructor.
  - Students are expected to bring their own standard pencils, erasers, and sharpeners. Test Center has a limited number of standard pencils for student use. Mechanical pens/pencils are not allowed in testing stations. The
- o **Prohibited items include**, but not limited to: brimmed hats, coats, purses, backpacks, cell phones, smart watches, programmable calculators, fitness trackers, laptops, photographic/recording devices, or any other electronic devices. Possession of prohibited items or accessing unapproved resources at the testing station will result in the immediate termination of the exam and possible [disciplinary action](#).
- o **Storage Lockers** are available for storing personal belongings during testing; however, space is limited. It is recommended that students limit the items they bring to the Test Center. Personal items will be returned upon completion of test.
- o **No food and/or drink** in the Test Center stations unless specified as an accommodation through the Office of Accessibility. Approved beverages must be in a clear container with lid (NO ICE) and snacks must be discreet (nothing crunchy).
- o **No firearms or other weapons**. Winthrop University prohibits employees, students, and visitors from possessing any firearm or any components which can readily be assembled into a firearm unless otherwise authorized by law. Any violators will be subject to the appropriate legal and/or disciplinary action.
- o **Seating will be assigned** by the test proctor unless specified in an Office of Accessibility accommodation.
- o **No bathroom breaks**. Tests are to be taken in one sitting. Breaks are not allowed unless permitted by an Office of Accessibility accommodation. Use the bathroom prior to your arrival at the Test Center. If you leave during your test for any reason, the Test Center proctor will document your departure and professors will be notified.
- o **Visitors are not allowed** to accompany a student into the testing room. Unattended children are not permitted at any campus location.

Student Conduct and Disciplinary Action

In addition to proctors performing regular walkthroughs, security mirrors, computer monitoring software, and lockdown browsers are utilized to maintain an environment of academic integrity. Students are expected to demonstrate academic integrity in accordance with the Winthrop University Student Code of Conduct at all times. Any violation of the Student Conduct Code (outlined in section 5) will result in a student's immediate expulsion from the Test Center. The incident will be reported to your professor and the Dean of Students office, which may result in disciplinary action.

Students who significantly interfere with or disrupt Test Center operations are in violation of the Test Center policy. They may be asked to leave the Test Center and may be subject to disciplinary action (outlined in section 6).

Questions regarding accommodated testing with OA? Visit our Testing Page or contact the OA Test Center Operations Manager, Karen Medlin, at medlink@winthrop.edu.

DISABILITY-RELATED ANIMALS ON CAMPUS

Winthrop University is committed to facilitating students' use of animals needed due to disabilities on campus, as appropriate. The presence of animals provides some students who have disabilities with the equal opportunity to participate in and enjoy their college experience. There are several different types of animals present on Winthrop's campus including services animals and emotional support animals.

Service Animals

A service animal is a dog or miniature horse that is trained to do a task(s) or perform a service directly related to the handlers' disability. Service animals have received specialized training to perform work or tasks for their handler. Service animals are allowed access to all areas that are open to the public or to students.

If a student is interested in bringing a service animal to live or be present on campus with them, please review the Disability-Related Animals on Campus guide.

Service animals, while allowed in all areas of campus accessible to students, must be under their handler's control at all times. Some of the handler's responsibilities include:

- Maintaining control of the service animal. The animal should be under leash, harness, hand, and/or voice command at all times.

- Taking accountability for the behavior of the service animal. Uncontrolled barking, jumping, sniffing, growling and whining, not related to the service the animal is providing, are some examples of unacceptable behavior.

- Cleaning up after the animal and carrying equipment to clean up the animal's feces whenever the animal is on campus.

- Ensuring the service animal does not infringe upon aisles or passageways for fire egress. In a lab environment, additional measures might be needed to ensure the safety of the animal.

- Ensuring all legal requirements mandated by State and/or local ordinances have been met (vaccinations, licensure, ID tags, etc.).

- Accompanying the service animal at all times.

Note: Identification – while it is not required, it is recommended that a service animal wear recognizable identification. This will alert others to the fact that the animal is working and not a pet.

A faculty or a staff member may not inquire about the nature or extent of a student's disability, but may ask the following questions when it is not readily apparent that the animal is a service animal:

1. *Is the dog/horse required because of a disability? and;*

2. *What work or tasks has the dog/horse been trained to perform related to your disability?*

Emotional Support Animals

An emotional support animal (ESA) is an animal that provides emotional support, comfort or companionship for a person with a disability and are not required to have formal training. **ESAs are not considered service animals under the Americans with Disabilities Act and therefore are only permitted in certain areas.** ESAs are covered under the Fair Housing Act and may be allowed in the residence halls if deemed a reasonable accommodation.

A student who has been approved for an ESA in university housing must adhere to guidelines for maintaining their animal in the residential environment. This includes but is not limited to:

- The animal must be healthy and up-to-date on any county or state required vaccinations.

- The animal cannot pose a direct threat to the health or safety of others.

- The animal must be housebroken.

- The animal must effectively be under the handlers control at all times.

Students interested in bringing an ESA to campus should review the Emotional Support Animal Guidelines and Procedures and follow up with the Office of Accessibility to obtain the appropriate forms.

COMPLAINT PROCEDURES

Winthrop University and the Office of Accessibility (OA) support you in your right to file a complaint when you feel you have been denied equal access in the form of appropriate academic accommodations, modifications, auxiliary aids or effective communication, access to campus programs and services, or suffered discriminatory harassment as described in Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act (ADA) of 1990. The following procedure has been developed to protect the rights of students with disabilities and to assure Winthrop University's compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973.

To ensure prompt resolution of complaints, students should contact OA staff as quickly as possible from the point of the event giving rise to the complaint, or the date the student became aware of the event, which ever occurred later.

Resolving Complaints with the University, Faculty, Staff, Academic and/ or Non-academic Departments or Campus Program or Organization.

1. Students are encouraged to discuss their concerns with OA staff. OA staff will attempt to resolve the concerns by assisting the student in discussing issues with the faculty/ staff member, department or program. Most situations are positively resolved through OA staff support and mediation.

2. If either the student or OA staff feels that a satisfactory resolution is still not reached, the student will be directed to the Associate Vice President and Dean of Students or their designee to evaluate the complaint and determine an appropriate resolution.

3. If not resolved at this level, the student will be directed to the campus ADA Compliance Officer or their designee to evaluate the complaint and determine an appropriate resolution.

Resolving Conflicts with Disability Services and/or a Staff Member

The procedure for resolving conflicts with OA is similar to the steps explained above. Initially, the student should discuss the complaint with OA staff. If the student does not feel comfortable discussing a complaint against OA staff with an OA staff member, the student will then be guided to the Associate Vice President and Dean of Students or their designee.

Students are able to contact OA staff via email: accessibility@winthrop.edu **or** oa_team@winthrop.edu and **telephone at** 803/323-3290. Students may also visit the OA office to speak to available staff or to schedule as appointment.

Reporting Barriers

Access is not just the responsibility of the Office of Accessibility (OA), but of the entire campus community.

If you encounter broken elevators, uneven or cracked sidewalks, walkways or surfaces, doors that aren't wide enough for wheelchair users, accessible restroom stalls with no handrails, inaccessible information on the Winthrop website that prevents usability and access, and more, use this form to inform OA staff of these barriers. If you are not sure, feel free to use the [Report Barrier and Access Issues Form](#) to report the issue and we will investigate.

Please note that this online reporting system is not meant for issues that are an emergency or are life-threatening. If you have an emergency or life-threatening issue, please immediately **call 911** or the Winthrop University Police Department at **(803) 323-3333**.

STUDENT RESOURCES

On-Campus Resources

Winthrop University provides a number of on-campus resources to all students to support their academic and personal goals. Find these resources listed below.

- **Academic Success Center** – Winthrop University's ASC empowers students to be more efficient and effective learners. The Center collaborates with each of the academic colleges and other support programs on campus to promote success of undergraduates. Students are expected to take an active role in their learning. The ASC provides tutoring services, academic coaching, study spaces, and skill-building workshops.

- **Center for Career Development and Internships** – The CDI provides students with a comprehensive approach to career preparation, personal growth, and service to the community with experiential learning as a key component. Services include career guidance, professional development workshops, résumé critiques, mock interviews, internship assistance, employment fairs, and an employment databank, EAGLElink.

- **Center for Student Wellness** - The Department of Health and Counseling Services supports the health and wellbeing of Winthrop students through various offices, such as Health Services, Counseling Services, Wellness Services, and the Office of Victims Assistance.

- **Math Tutorial Center** - The Mathematics Tutorial Center (MTC) is open to students enrolled in all mathematics courses but is primarily designed to support students enrolled in MATH 101, MATH 104, MATH 105, MATH 111, MATH 112, MATH 141, MATH 150, MATH 151, MATH 201, and MATH 291. No appointment is needed! Students needing assistance in courses not on this list should use their instructors as their primary support mechanism.

- **Test Center** – In addition to facilitating testing accommodations for students with disabilities, the Test Center also serves as a community proctoring center. The Test Center administers distance learning tests and assists individuals in the community needing proctored exams for certifications/licensing requirements.

- **Writing Center** – The Writing Center provides a free writing consultation service to all members of the University community: students, staff, administrators, and faculty. The Writing Center's purpose is to help writers at all levels learn more about their writing through tutoring sessions--and thus improve their ability to write well.

Off-Campus Resources

- **My Ride** – My Ride is a free, fixed-route bus system located in Rock Hill, S.C. The buses are ADA compliant, with features such as wheelchair ramps, automatic voice annunciation system, destination and route signs, and priority seating with a wheelchair securement system.

- **SC Commission for the Blind** – The South Carolina Commission for the Blind helps SC residents who live with blindness or a visual impairment gain independence and take advantage of opportunities for financial advancement. The SC Commission for the Blind works with their network of business, community, and government partners to provide training, job placement, and business opportunities for thousands of South Carolinians each year.

- **SC Department of Disabilities and Special Needs** – The South Carolina Department of Disabilities and Special Needs (DDSN) plans, develops, coordinates and funds services for South Carolinians who live with intellectual disability and related disabilities, autism spectrum disorder, traumatic brain injury, spinal cord injury, and similar disabilities.

- **SC Vocational Rehabilitation** – The South Carolina Vocational Rehabilitation Department prepares and assists eligible South Carolinians with disabilities to achieve and maintain competitive employment. Services provided include assessments for career exploration, assistance with disability management (counseling, therapies, treatments, or assistive device), training to enhance work-related skills, and job search assistance.

FREQUENTLY ASKED QUESTIONS

Should students with disabilities visit the campus before they make decisions?

Yes, if at all possible, particularly if a physical disability is present and students are concerned about accessibility. Take a tour. Meet with the admissions office. Meet with a staff member from the Office of Accessibility (OA). If it is not possible to visit campus in person, students may meet with OA virtually or speak with a staff member via phone. It is important to plan ahead.

Is there a fee for services?

No fee is charged for the services offered through OA.

Are there separate offices for different types of disabilities at Winthrop?

No. All disabilities - physical, learning, psychological, chronic medical, etc. - are served by OA.

If students register for disability services, will their transcripts reveal any disability information so that future employers might have access to it?

No. All student documentation regarding a disability is confidential. It would not be released without signed student consent.

Should students assume their high school automatically forwards their disability documentation to their college?

No. Students should ask their high school disabilities coordinator what procedures the high school follows in order to have documentation of a disability sent to a college or university. Students should follow-up with OA to ensure that their documentation arrived. Please note: A 504 Plan or an IEP alone is not appropriate documentation at the college level. See the OA Documentation Guidelines page for additional information about disability documentation criteria.

What if I need accommodations for Winthrop's campus housing?

Students in need of housing accommodations due to disability should initiate the process of documenting their need with (OA) by completing OA's Accommodations Request Form and submitting adequate documentation supporting the request. Once a decision is reached concerning the request, the student and Residence Life will be notified if needed.