



*We want to empower our students by helping them to understand what it takes to succeed in college and the work place.*

**Our goals for our students**

- Become effective self-advocates, independent and self-sufficient
- Build self-awareness, self-esteem and self-identity
- Work through personal obstacles and obtain academic success

**AccessABILITY Resource Services Office**

AWC College Community Center (3C)

located on the second floor

2020 S. Avenue 8 E Yuma, AZ 85365

Front Desk: (928) 344-7674

FAX: (928) 344-7720

email: [accessability@azwestern.edu](mailto:accessability@azwestern.edu)

For more information visit our website at:

<http://www.azwestern.edu/accessability>



**Diversity, Inclusion  
and AccessABILITY**  
ARIZONA WESTERN COLLEGE  
Health & Wellness

*Arizona Western College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+), or disability, in compliance with the laws of the United States and the State of Arizona. Any questions regarding the applicability of state and federal anti-discrimination laws to Arizona Western College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to its compliance officer: The Vice President for Business and Administrative Services, P.O. Box 929, Yuma, AZ, 85366-0929, (928) 344-7515.*

**AccessABILITY**  
**Resource Services**

[www.azwestern.edu/accessability](http://www.azwestern.edu/accessability)

# AccessABILITY Resource Services

The AccessABILITY Resource Services office works in partnership with students with disabilities, faculty and staff to remove barriers in the educational process through design and accommodation. We recognize disability as an aspect of diversity and promote a culture of inclusion for all diverse groups.

## Eligibility Requirements

AWC students who have a disability which substantially impairs one or more major life activities and have been diagnosed with:

- Learning Disabilities
- Attention Deficit Disorder (ADD/ADHD)
- Mobility Impairments
- Visual Impairments
- Traumatic Brain Injury
- Chronic Medical Conditions
- Autism
- Hearing Impairments
- Alcoholism (in recovery)
- Rehabilitated Drug Addiction
- Other Diagnosed Disabilities not listed

## Examples of Accommodations

- Note takers
- Recorder lecture
- Sign language interpreter
- FM Systems
- Ergonomic chairs
- Alternative formats in books and tests
- Extended test time (1 and 1/2 time)
- Quiet testing room
- Assistive Technology Lab
- Other—depending on documentation

## Requesting Accommodations

### Students Responsibilities

Students must self-identify with AccessABILITY Resource Services and submit documentation on their disability/(ies).

The eligibility determination process is not a same day process. Once documentation is received, it will be reviewed in order of receipt; therefore, it is recommended that documentation be submitted well in advance of any accommodation related needs (e.g. exam accommodations and alternative media services).

Students must make an appointment with the ARS coordinator; located on the second floor of the 3C building at (928) 344-7674 (V) Students must meet with the coordinator each semester to develop the accommodation letter.

Be prepared to speak to the coordinator about their disability and the barriers they feel they may encounter in the classroom, as well as, accommodations or design modifications needed to ensure equal access.

The ARS coordinator works with students to determine which design modifications or accommodations are appropriate for each class.

We encourage all students to contact instructors two weeks before the start of classes to discuss accommodations and success strategies for the semester. This not only gives the instructor time to consider the changes that will be needed to ensure access to materials, but also breaks the ice and encourages more effective communication.

*Note: Services can be requested at any time during the semester; however, requesting services well in advance will help ensure resources are available when needed.*

### ARS' Responsibilities

- Provide reasonable and appropriate accommodations to eligible students in a timely manner
- Maintain confidentiality of students' records
- Find solutions to issues concerning faculty, staff, or accommodations
- Provide support for students as they advocate for themselves in their educational process

## Be Successful

After accommodations have been given, students must work to be successful in their classes. All students are encouraged to use the following strategies for success:

- Commit to college as a serious goal and objective.
- Attend classes regularly and punctually.
- Read the textbook and other necessary material before each class (this may mean listening to books on tape or a screen reader depending on the disability).
- Review notes before each class.
- Do all homework assignments
- Be proactive in resolving problems by asking for assistance when needed.
- Communicate: notify instructors when you will be absent from class.
- Meet regularly with instructor to find out how you are doing in class.v

