

# A COLLEGE FOR ALL

Accessibility at

# HCC



## An accessible learning environment

At Hillsborough Community College (HCC), we pride ourselves on creating an exciting and inclusive environment for all of our students. HCC students with disabilities have every opportunity to make the most of their college experience through academic adjustments within our programs, organizations, services and activities. Our faculty and staff are dedicated to the overall success of our diverse student population.





## How do I apply for academic adjustments?

Current and prospective students must self-identify and provide appropriate documentation of a disability to the Office of Services for Students with Disabilities (OSSD). All documentation provided to the OSSD must be on letterhead and signed by the professional completing the paperwork.

Academic adjustments must be requested prior to the start of registration for each semester that you plan to attend. Your requests can take up to five business days to be processed. Last-minute requests for academic adjustments are not guaranteed.



For more information on documentation, visit [hccfl.edu/disabilities](https://hccfl.edu/disabilities).

# Am I eligible to receive academic adjustments?

You may be eligible for disability-related services if you have a documented disability as defined by the ADA Amendments Act of 2008 (ADAAA). **Eligible disabilities include, but are not limited to, the following:**

ADD/ADHD

AIDS

Alcohol/Drug Abuse

Autism Spectrum

Hearing Impairment

Physical Impairment

Psychiatric Disability

Specific Learning Disability

Speech/Language Impairment

Visual Impairment

The existence of a disability does not necessitate the provision of academic adjustments.

Eligibility is determined on an individual basis. The OSSD will determine appropriate academic adjustments through an interactive process with the student.

The ADA defines a person with a disability as any person who has a physical or mental impairment which substantially limits one or more of the person's major life activities; has a record of such impairment; or is regarded as having such impairment.



For more information on eligibility, visit [hccfl.edu/disabilities](https://hccfl.edu/disabilities).

# What academic adjustments are available to me?

Depending upon documentation provided, **available academic adjustments and auxiliary aids include, but are not limited to, the following:**



Academic advising



Alternative testing arrangements



Books in alternative format



Notetakers



Scribes and readers



Sign language interpreters



Visual magnifiers



## How do I request my academic adjustment memos?

The OSSD uses an automated digital system called Accommodate to notify faculty, staff and students of approved academic adjustment requests. You will receive your academic adjustment memo via HawkMail.

Students are required to request an academic adjustment memo at the start of each semester.



## What are my responsibilities?

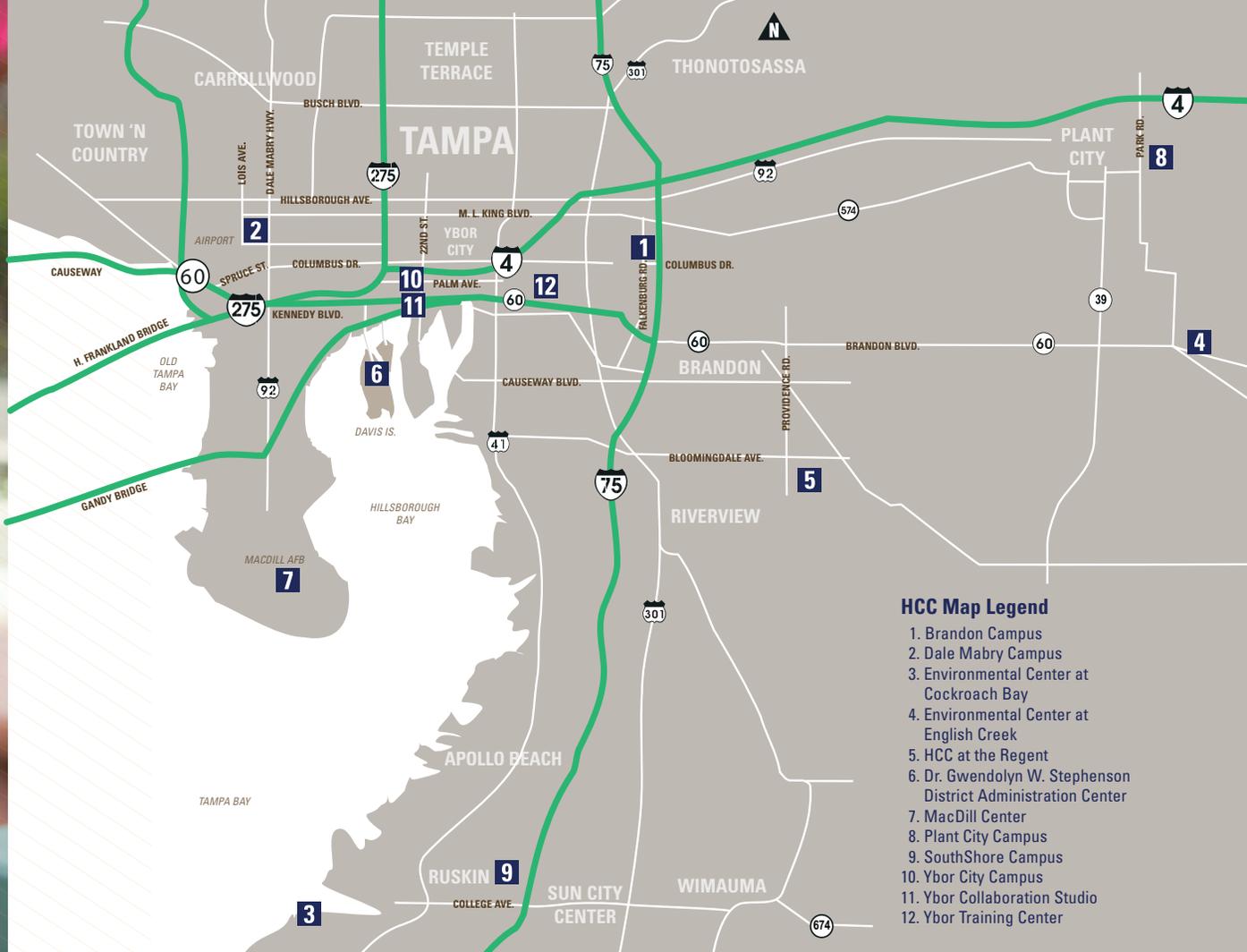
Students registered with and receiving services from the OSSD have the following responsibilities:

- ✓ Notify the OSSD at least five business days in advance if you require testing adjustments such as a separate room or extra time. If you qualify for testing adjustments, make arrangements with your instructor prior to each exam. In addition, make an appointment at your campus test center at least 24 hours in advance.
- ✓ Request your academic adjustment memo prior to or at the beginning of each semester and provide a copy to each of your instructors.
- ✓ Notify the OSSD as soon as possible if you require a notetaker. Remember, your notetaker does not take your place in class. Repeated absences without 24-hour notice may result in temporary suspension of services.
- ✓ Notify the OSSD as soon as possible if you require an interpreter.
- ✓ Make arrangements with the OSSD at least a week prior to each exam for a reader and/or a scribe during testing.
- ✓ Equipment and supplies may be borrowed from the OSSD. These items must be returned at the end of each semester. Keep in mind you're financially responsible for what you borrow.

## What about getting around on campus?

HCC facilities, as a whole, are accessible to persons with physical disabilities via ramps, automatic entrances and elevators. Accessible restrooms, parking and water fountains are also available. All HCC campuses provide parking spaces for vehicles with state approved disabled parking decals or license plates.





### HCC Map Legend

1. Brandon Campus
2. Dale Mabry Campus
3. Environmental Center at Cockroach Bay
4. Environmental Center at English Creek
5. HCC at the Regent
6. Dr. Gwendolyn W. Stephenson District Administration Center
7. MacDill Center
8. Plant City Campus
9. SouthShore Campus
10. Ybor City Campus
11. Ybor Collaboration Studio
12. Ybor Training Center

### **Brandon Campus and HCC at The Regent**

Student Services Bldg., Room 109  
10414 E. Columbus Drive, Tampa, FL 33619  
813.253.7914

### **Dale Mabry Campus and MacDill Center**

Student Services Bldg., Room 102  
4001 W. Tampa Bay Blvd., Tampa, FL 33614  
813.259.6035  
dmdisabilityservice@hccfl.edu

### **District Office**

39 Columbia Drive, Tampa, FL 33606  
813.259.6371 / 813.259.6374  
districtdisabilities@hccfl.edu

### **Plant City Campus**

Student Services Bldg., Room 113  
1206 North Park Road, Plant City, FL 33563  
813.757.2209

### **SouthShore Campus**

Multipurpose Building  
551 24th Street N.E., Ruskin, FL 33570  
813.253.7000, ext. 5734

### **Ybor City Campus**

Student Services Bldg., Room 109  
1320 E. Palm Avenue, Tampa, FL 33605  
813.253.7757

MPR 8/2017



[hccfl.edu/disabilities](http://hccfl.edu/disabilities)

The determination of all academic adjustments is at the discretion of the OSSD. The decision may not reflect the academic adjustments provided in the K-12 system, nor is there a guarantee that such academic adjustments would transfer to another higher education institution.

Hillsborough Community College is an equal access/equal opportunity educational institution.  
[hccfl.edu/equity](http://hccfl.edu/equity)