BROOKDALE COMMUNITY COLLEGE
Disability Services Office

Information Session for Prospective Students and Parents
Disabilities Services Office
- Reviews documentation
- Generates “Alert Forms” and mails to students
- Addresses Student Problems with faculty and staff
- Oversees “Disabilities Services Advisory Team” which
  - Leads bi-monthly meetings
  - Meets to discuss services, handle problems and make recommendations
  - Plans and presents Information Sessions to the Monmouth County community

Counseling Support
- Academic and Transfer Information
- Career Advisement
- Personal/Crisis Support and Student Advocacy

LD Area
- Courses for LD students
- Class plus tutoring
- Students are successful in other College courses

Reading Center
- Offers labs
- Schedules appointments for Reading students
- Helps with any textbook course

Writing Center
- Offers appointments for ENGL 095 students
- Helps with papers for any course
- Advises best sources for research projects

Math Lab
- Offers appointments for Math students
- Helps with homework
- Organizes study groups

Learning Assistants
- Small group instruction
- Tutoring
- Provide Department support

For more information, please contact
(732) 224-2730

BROOKDALE COMMUNITY COLLEGE
Disability Services Office

Ernest Oversen, DSO Director

Ellen Hemhauser, Associate Disability Svc.

Brenda Spielzinger, Sr. Office Assistant
LEARNING DISABILITIES DEPARTMENT

STUDENT DEVELOPMENT SPECIALISTS

- Tiffany Wojcicki, M.S.
  Nancy Bennett, Admin.

- Ellie Horgan, L.M.F.T.
- Brian Oland, M.A., L.P.C.
- Stephen Propert, M.A., L.P.C.
<table>
<thead>
<tr>
<th><strong>PREMISE OF THE LAW</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to Free, Appropriate Public Education (FAPE)</td>
<td>Prohibits discrimination on the basis of disability</td>
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<table>
<thead>
<tr>
<th><strong>WHO IS COVERED?</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every child</td>
<td>Students who are “otherwise qualified”</td>
<td></td>
</tr>
<tr>
<td>Concept of “zero reject”</td>
<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>IDENTIFICATION AND EVALUATION OF STUDENTS WITH DISABILITIES</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>District is responsible for identifying students with disabilities, evaluating them, and covering costs</td>
<td>College has no such responsibility</td>
<td>Student must self-identify and provide the appropriate documentation</td>
</tr>
<tr>
<td></td>
<td>If an evaluation is needed, the expense is the student's responsibility</td>
<td></td>
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<table>
<thead>
<tr>
<th><strong>DETERMINING SERVICES</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
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</thead>
<tbody>
<tr>
<td>Individualized Education Plan (IEP) developed by team</td>
<td>Reasonable accommodations must be requested by student</td>
<td></td>
</tr>
<tr>
<td>Curriculum modifications and special programs are common</td>
<td>Academic adjustments that equalize opportunity for participation are required</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Substantial modification to curriculum and lowering standards are not required</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th><strong>PERSONAL DEVICES AND SERVICES SUCH AS WHEELCHAIRS, HEARING AIDS, PERSONAL CARE ATTENDANTS</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided by district if determined to be necessary (and included in IEP)</td>
<td>Colleges are not required to provide these</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ROLE OF PARENTS</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parents must be included in decision-making</td>
<td>College students are considered adults</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No parents required</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>APPEALS PROCESS</strong></th>
<th>IDEA (K-12)</th>
<th>ADA (COLLEGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Right to due process as spelled out in the law</td>
<td>College grievance procedure, then file a complaint with the USDOE Office of Civil Rights</td>
<td></td>
</tr>
</tbody>
</table>

*NJCDD & CCS – COMMON GROUND*
Getting Started at Brookdale
for Students with Disabilities

FOLLOW THESE STEPS IN A TIMELY MANNER IN ORDER TO RECEIVE SERVICES:

1. Apply to Brookdale Community College (BCC)
   - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), 1st Floor, Office of the Registrar, (732) 224-2710
   - Fill out an application for admission to BCC and pay fee

2. Make an appointment with the Disability Services Office
   - Call (732) 224-2730 (Voice) or (732) 842-4211 (TTY)
   - Parking Lot 5, Main Academic Complex (MAC), Room 111
   - Bring appropriate documentation of disability to the appointment
   - Sign the Consent form

3. Take the Accuplacer Basic Skills test
   - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), Lower Level, Testing Center
   - Call (732) 224-2229 for hours
   - No appointment necessary

4. Schedule an appointment with Student Development Specialist
   - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), 2nd Floor, Counseling Area

5. After the appointment with your Student Development Specialist:
   - Go directly to the Office of the Registrar to register for classes
   - Go to the Cashier in Accounting and make arrangements for payment
   - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), 1st Floor, Registrar and Cashier

- Process should be initiated at least 30 days prior to the beginning of the semester.

Getting Started At Brookdale

5 Step Handout
Getting Started at Brookdale

1) Apply to College

- Apply in person, mail, telephone or online
Regional Locations

- Brookdale at Freehold - Western Monmouth Campus
  732-625-7002

- Brookdale at Neptune - Eastern Monmouth HEC
  732-774-3363

- Brookdale at Hazlet - Northern Monmouth HEC
  732-739-6010

- Brookdale at Long Branch - Long Branch HEC
  732-229-8440

- Brookdale at Wall and Home of the NJ Coastal Communiversity
  732-280-7090
2) Appointment with Disability Services

- Bring appropriate documentation
- Sign Consent Form

Brookdale Community College
Disability Services Office
Guide for Documentation
2014-2015

I. DOCUMENTATION FOR A SPECIFIC LEARNING DISABILITY
- All THREE of the following Reports must be submitted and must be relevant. Please note that an IEP or Section 504 Plan alone is not sufficient.
  1) IEP: The most recent IEP (Individualized Educational Program Plan)
  2) Educational Test (Achievement):
     Current levels of functioning in reading, mathematics, and written language are required. Acceptable instruments include the Woodcock-Johnson Psycho-Educational Battery: Tests of Achievement or the Wechsler Individual Achievement Test (WIAT).
  3) Psychological Test ( Aptitude):
     The Wechsler Adult Intelligence Scale-III or IV (WAIS-III or WAIS-IV) are the preferred instruments. The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests of Cognitive Ability or the Stanford-Binet Intelligence Scale: Fourth Edition are also acceptable.

II. DOCUMENTATION FOR ALL OTHER DISABILITIES:
- ADD/ADHD, Chronic Health, Physical, Psychiatric, etc.
  - The first document must be submitted. The other two are optional.

REQUIRED DOCUMENTATION:
1) Documentation from a Qualified Professional
   - Documentation must be addressed to the college for purposes of Disability Services.
   - Documentation must state a specific diagnosis of the disability and the appropriate diagnostic code and must note how the disability impacts learning.
   - Any recommendation requested must have a rationale.
   - Documentation must be typed or printed on professional letterhead, have a current date and be signed by the professional.
   - Please note that Disability Services Office will not accept scripts or form letters.

OPTIONAL ADDITIONAL DOCUMENTATION:
2) IEP: The most recent IEP (Individualized Educational Program Plan)
3) Section 504 Plan: The most recent Section 504 Plan documentation

Note: Excerpts from NJ Association on Higher Education and Disability; NJ Special Needs Regional Centers for Students with Learning Disabilities; Office of Disability Policy, Educational Testing Service.
Getting Started at Brookdale

ALERT FORM

- Receive Alert Form at the beginning of each semester
3) Take Accuplacer Basic Skills Test

- SAT scores to waive the Basic Skills Test
  - Critical Reading Score
    - 540 or more
    - waive Reading & Writing
  - Quantitative Score
    - 530 or more
    - waive Computation & Algebra
Getting Started at Brookdale

3) Take Accuplacer Basic Skills Test

- SAT scores (after 03/01/16) to waive the Basic Skills Test
  - EB Reading and Writing
    - 480 or more
    - waive Reading & Writing
  - Quantitative Score
    - 530 or more
    - waive Computation & Algebra
Getting Started at Brookdale

3) Take Accuplacer Basic Skills Test

- ACT scores to waive the Basic Skills Test
  - Reading & Writing Score
    - 23 or more
    - waive Reading & Writing
  - Quantitative Score
    - 22 or more
    - waive Computation & Algebra
Getting Started at Brookdale

ACCUPLACER

- Basic Skills Practice Handout
Getting Started at Brookdale

4. Meet with an Academic Advisor to pick out classes

5. Register classes at Registrar and schedule payment
Counseling Services

- Academic Planning
- Career Counseling
- Transfer Counseling
- Personal and Crisis Counseling
- Act as liaison for student and campus
- FYE– First Year Experience
- HUDV 107- College Success Seminar
Brookdale Academic Programs

**Associate of Arts**
- Career Studies: 12 credits
- General Education: 45 credits
- Electives: 3 credits

**Associate of Science**
- Career Studies: 21+ credits
- General Education: 30 credits
- Electives depends on program

**A.A.S./A.F.A.**
- Career Studies: 30-36 credits
- General Education: 21 credits
- Electives depends on program
Brookdale Academic Programs

- All Programs and Certificates are listed on College application and online Course Catalogue

- Accuplacer Test or appropriate Basic Skills courses are required for all Programs
Counseling Services

Important Tips To Remember

- Class attendance
- Student Conduct Code
- Student’s role as self-advocate
- Confidentiality (Release forms)
- Insurance Information
  - full or part time student for insurance purposes
## Know What to Expect

<table>
<thead>
<tr>
<th>Class Size</th>
<th>High School</th>
<th>Brookdale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Size</td>
<td>Less than 30</td>
<td>Less than 30*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class Length</th>
<th>High School</th>
<th>Brookdale</th>
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</thead>
<tbody>
<tr>
<td>Length</td>
<td>6 hours a day</td>
<td>12 to 15 hours a week</td>
</tr>
<tr>
<td></td>
<td>35 weeks</td>
<td>11 to 15 weeks</td>
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<table>
<thead>
<tr>
<th>Structure</th>
<th>High School</th>
<th>Brookdale</th>
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</thead>
<tbody>
<tr>
<td>Structure</td>
<td>See teacher daily</td>
<td>See Instructor once a week</td>
</tr>
<tr>
<td></td>
<td>More time in class</td>
<td>Less time in class/ more indep study</td>
</tr>
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# Know What to Expect

## Instruction

<table>
<thead>
<tr>
<th>High School</th>
<th>Brookdale</th>
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<tbody>
<tr>
<td>Teacher follows text book</td>
<td>Instructor integrates material from text, readings and lecture.</td>
</tr>
</tbody>
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## Assessment

<table>
<thead>
<tr>
<th>High School</th>
<th>Brookdale</th>
</tr>
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<tbody>
<tr>
<td>Homework</td>
<td>Considerably less options</td>
</tr>
<tr>
<td>Participation</td>
<td></td>
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<tr>
<td>Extra Credit</td>
<td></td>
</tr>
<tr>
<td>Effort</td>
<td></td>
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</tbody>
</table>
Know What to Expect

**High School**
- No minimum GPA required
- Every Teacher informed
- Protected under IDEA

**Brookdale**
- Academic Probation
- Instructor not informed
- Student Code of Conduct
Know What to Expect

High School Accommodations
• Testing
• Assignments
• Spelling
• Attendance

Brookdale Accommodations
• No modifications
• No modifications
• Misspelling will be penalized
• Mandatory
Thank You from
The Disability Services Advisory Team