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## 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) 224-2375
  - Fill out an application for admission to BCC and pay fee
2. Make an appointment with the Disability Services Office by calling (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. Meet with an Academic Advisor or Counselor to register for classes
  - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), 2nd Floor, Counseling Area 732-224-2555
5. After meeting with your Academic Advisor or Counselor:
  - a) Go directly to the Office of the Registrar to register for classes
  - b) Go to the Cashier in Accounting Office and make arrangements for payment
    - Parking Lot 5, Center for Counseling, Admissions & Registration (CAR), 1st Floor, Registrar and Cashier

Please note the above steps are ideal steps. Students do not have to meet with the Disability Services Office to take the Accuplacer Test, meet with an Academic Advisor or register for classes. Given the volume of students, this process should be initiated at least 30 days prior to the beginning of the semester.

Brookdale Community College  
Disability Services Office  
732-224-2730  
Guide for Documentation

**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) 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).

**2) IEP: The most recent IEP (Individualized Educational Program Plan)**

**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.

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**II. DOCUMENTATION FOR ALL OTHER DISABILITIES**

- **ADD/ADHD, Physical, 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.
- Documentation must note how the disability impacts learning.
- Any recommendations 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 the 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.




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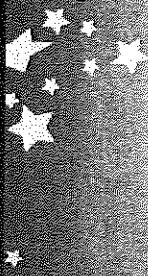
## HOW CAN I PREPARE FOR ACCUPLACER?

The Accuplacer assessments required by Brookdale Community College include Reading, Sentence Skills (writing), Computation, and Algebra. Here are a few ways you can brush up before you take the assessment.

Go to <https://www.brookdalecc.edu/testing-services/accuplacerbasic-skills-testing/> for a variety of online sources to practice. They include:

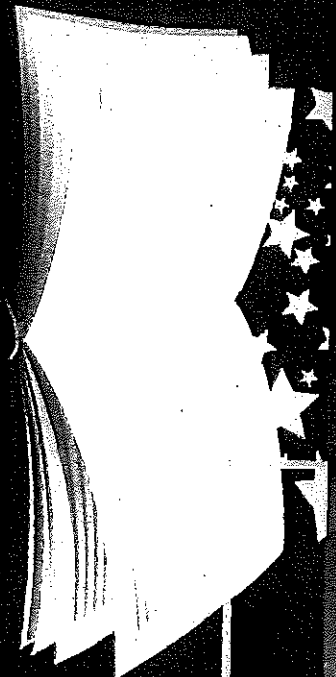
- CollegeBoard (the publisher of Accuplacer) has a printable brochure entitled: "Sample Questions for Students" available at <http://professionals.collegeboard.com/profdownload/accuplacer-sample-questions-for-students.pdf>
  
-  **Accuplacer Practice Website:** Go to: <https://accuplacerpractice.collegeboard.org/login> Create new account by entering your email address and creating a password.
  
- Passaic County Community College has an excellent website for preparing for the Accuplacer. In addition to getting help with sample problems, the format of the test has the look and feel of the actual Accuplacer test. Go to <http://accuprep.pccc.edu/> to be redirected to their site. Many thanks to Passaic County Community College for allowing us to utilize their site.
  
- Official Free Accuplacer Web Based Study App. For more information, go to: <https://accuplacerpractice.collegeboard.org/login>
  
- Accuplacer's Diagnostic test and MyFoundationsLab program. You would have to take a Diagnostics test, similar to the Accuplacer placement test, but instead of just giving you a placement score, you will receive a score report identifying YOUR academic strengths and weaknesses. Then, based on this report, a personalized Learning Path is generated by MyFoundations Lab. (total cost: \$10.00 for the diagnostic test and \$33.00 for MyFoundationsLab. \*Prices are subject to change\*) For more information, go to <http://www.brookdalecc.edu/academics/testing-services/accuplacerbasic-skills-testing/>. No appointment is necessary to take the Diagnostic test, but if you have questions, contact the Testing Center staff at 732-224-2584.

# DISABILITIES SERVICES SURVIVORS at Brookdale



## 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



An equal opportunity/affirmative action institution

## Counseling Support

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

## ID Area

- Courses for ID 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



# BROOKDALE COMMUNITY COLLEGE



# Learning Disabilities Department

*What classes does the Learning Disabilities (LD) Department offer?*

The Learning Disability Classes start with ACAD which stands for Academic Skills Workshop.

**ACAD 081** is a transition to college course. This course is offered during the summer months to bridge high school and college. This course is **HIGHLY** recommended for students who have any anxiety about starting college.

**ACAD 084** introduces students to the reading and study techniques needed for survival in college courses. Sample topics include reading for comprehension, notetaking, organization and vocabulary.

**ACAD 086** helps students develop strategies to manage content-area coursework. Skills include identifying main idea and supporting details of reading materials.

**ACAD 088** introduces students to computer research techniques needed in college courses, including the use of library databases, searching on the web, and the creation of PowerPoint presentations.

**ACAD 089** is offered to upper-level students who have difficulties with content area courses. In addition to two hours of weekly scheduled tutoring sessions, this hybrid course includes an online component in which students are required to respond to weekly questions or to complete short assignments that enable them to further hone the skills acquired in previous LD courses. This course requires approval from the coordinator of the LD Department.

*Who can take LD classes?*

Any student who has self-identified as having difficulties in college or any student who needs extra academic support to become "college ready". A student does not have to have an "Alert" form or be registered with Disability Services to be in the Learning Disability Department. Many students are recommended to take ACAD classes based on their high school and previous experiences.

*Do I have to take all the LD classes?*

In the LD department, it is recommended that a student starts with ACAD 084. After 084, students' recommendations for other courses may vary depending on multiple factors. A discussion will be held with the student to discuss plans for the following semester. A student does not have to take all the courses. Our goal is to meet each student's individual needs.

*What other services does the LD department provide?*

- Tutoring in all subject areas
- Open Labs to receive walk-in help in ACAD classes
- Use of our computer lab
- Recommendations and advising for the following semester

*Who do I contact for more information about the LD Department?*

The Learning Disability Office is located in Larrison Hall 120.  
Learning Disability Office 732-224-2989  
Nancy Bennett (Administrator)  
Tiffany Wojcicki (Coordinator)

*Are you nervous, worried, or have reservations about starting college in the fall?*

## **Register for ACAD 081: Transition To College**

- Learn college readiness skills including vocabulary, reading, and organization
- Partake in interactive activities
- Explore places on the campus
- Learn Brookdale's technology platforms
- Meet people within the department and campus-wide.
- Gain the confidence to be successful!

Talk to an advisor or counselor to register!

The class is offered Summer III. It is typically in the mornings of the month of July.

Any questions?

Please contact *The Learning Disabilities Department* at 224-2989

BROOKDALE COMMUNITY COLLEGE  
DISABILITY SERVICES  
INFORMATION SESSION SURVEY

Date: \_\_\_\_\_

Was this Information Session beneficial to you?

\_\_\_\_\_ very \_\_\_\_\_ somewhat \_\_\_\_\_ not very

Were your issues of concern addressed?

\_\_\_\_\_ all \_\_\_\_\_ most \_\_\_\_\_ some

What would you like to see addressed in the future?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am a: \_\_\_\_\_ student \_\_\_\_\_ parent

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School: \_\_\_\_\_