KINGSBOROUGH
COMMUNITY COLLEGE
★ DREAMS BEGIN HERE ★

Application for Academic Accommodations

Access-Ability Services
2001 Oriental Boulevard, Brooklyn NY 11235, Suite D205
Tel: 718-368-5175 **Fax:** 718-368-4782 **Email:** AAS@kbcc.cuny.edu
Website: www.kbcc.cuny.edu/access-ability

Dear student, we are requesting that you fill out this application as a way for us to understand your personal situation and serve you in the best way we can. Please follow the directions provided before each section or question, to ensure that you provide us with enough information for us to process your application and approve the appropriate accommodations to suit your needs. Please reach out to us at the above email or phone number if you would like assistance with filling out this application.

Section I: Student Information

Please provide us with your contact information requested below. Please make sure that your phone number and email are clearly inputted, so that we have the information we need to contact you. The EMPL ID is a number assigned to each student that is accepted to a CUNY college and can be found in CUNYFirst or on your CUNY ID card. If you are unable to obtain this number, please enter Unknown for that line.

Name:

Date of Birth: Today's date:

SS# (last four digits only): XXX-XX-   EMPL ID:

Gender (optional):   Preferred Pronoun (optional):

Mailing Address: Street & Address:

City: State: Zip:

Primary Phone Number:

Email Address:

Emergency Contact: Name: Phone Number:

Section II: Education Information

For this section we would like to know your Major and your status as a Kingsborough student, please check off all that apply.

Major:

Student status at Kingsborough Community College (KCC):

ENTERING AS A FRESHMAN (First time in college)
ENTERING AS A TRANSFER STUDENT (Previously attended another college)
ENTERING AS A READMIT STUDENT (Previously attended KCC)
CURRENTLY ATTENDING KCC
CUNY START STUDENT
NEW START STUDENT
NON-DEGREE STUDENT
E-PERMIT STUDENT

Section III: Disability Related Information

1. **Indicate your disability type(s).**

   For this question we would like to know what type of disability you are identifying as the basis for requesting accommodations while studying at KCC. Please ensure that the supporting documentation you submit also indicates the type of disability you check off for this question. This information will be kept strictly confidential.

   Check all that apply:

   ADD/ADHD
   Alcohol/Substance Abuse Recovery
   Autism Spectrum Disorder/Asperger's
   Basic Chronic Medical Condition (One medical condition)
   Blind
   Communication/Speech
   Complex Chronic Medical Condition (Multiple medical conditions)
   Deaf
   Hard-of-Hearing
   Learning Disability
   Low Vision/Visual Impairment (other than use of corrective lenses)
   Mental Health (Psychiatric/Psychological)
   Mobility [W*hat mobility devices, if any, do you use?*
   Motor (Neurodevelopmental)
   Orthopedic
   Temporary Disability:
   Traumatic Brain Injury
   Other (please describe below):

Please answer this next set of questions regarding how your disability impacts how you function in the college environment.

2. **Check all that apply:**

> The purpose of this question is to help us figure out if you would benefit from specific accommodations, if none apply then please move to the next question.

I tire easily when I walk distances
I have a personal care attendant (KCC does not provide personal care attendants)
I need to read lips of instructors
I rely on sign-language interpreting/CART services
I have difficulty reading the board in the classroom
Other:

3. **Medication may sometimes impact your functioning in certain areas. If you are currently taking any disability-related medication that you wish to disclose, please list the medications:**

4. **Check off the tasks that you CAN do easily and those with which you have difficulty because of your disability:**

> The purpose of this question is for us to understand better what college related tasks you can do easily and which are difficult for you.

Paying attention in class	**Can Do Easily**	**Difficult**
Being motivated	**Can Do Easily**	**Difficult**
Taking notes	**Can Do Easily**	**Difficult**
Memorizing	**Can Do Easily**	**Difficult**
Managing time	**Can Do Easily**	**Difficult**
Organization	**Can Do Easily**	**Difficult**
Reading comprehension	**Can Do Easily**	**Difficult**
Spelling	**Can Do Easily**	**Difficult**
Putting thoughts into writing	**Can Do Easily**	**Difficult**
Proofreading	**Can Do Easily**	**Difficult**
Doing math calculations	**Can Do Easily**	**Difficult**
Doing math word problems	**Can Do Easily**	**Difficult**
Following directions	**Can Do Easily**	**Difficult**
Other		

5. **List the accommodations that you are requesting at KCC**:**

> This section is very important, here is where you get to indicate which accommodations you would like to request while attending Kingsborough Community College. Our office can only approve accommodations that you request and will not consider accommodations listed on your supporting documentation unless they are also listed here.

** An answer is required. Please contact AAS if you need help with this question.

6. **If you are a transfer student from another college, please list both the college(s) you attended and the accommodations that you received:**

Section IV: Agency Information

> The below question asks about agencies that are outside of Kingsborough CC and support students with disabilities financially. We would like to know if you are a part of these programs in order to help you receive the most support possible. If you do not recognize any of these agencies, you can leave this question blank.

Do you receive services from any of the following agencies?

Adult Career and Continuing Education Services-Vocational Rehabilitation (ACCES-VR)
Commission for the Blind & Visually Handicapped (CBVH)
Veterans Administration (VA)

Section V: Other Services

> Below you will find information about other programs/services available to you as a student and as a person with a disability, please check yes if you are interested in learning more about these programs/services.

This office is a **National Voter Registration** site. If you are not registered to vote where you live now, you may apply to register to vote here. If you would like help in filling out the voter registration form, this office will assist you. You may fill out the application in private. Deciding whether or not to register to vote is up to you and will not affect the services you receive from AAS. Would you like to apply to register to vote?

Yes   **No**   **No, already registered to vote**

CUNY LEADS is a program established to facilitate successful academic and career outcomes for CUNY students with disabilities. LEADS is an <u>optional</u> program that is FREE for any student with a documented disability enrolled in a CUNY program.

CUNY LEADS services include:

- Academic Counseling, Goal Setting & Self-Advocacy Skills
- Career Counseling & Life Coaching
- Resume & Job Search Preparation
- Volunteer & Internship Exploration

- Referrals for Tutoring, Scholastic and Health Service Supports, Benefits & Entitlements
- ACCES-VR Assistance
- Senior College Transfer Assistance

Are you are interested in being referred to CUNY LEADS?

Yes. I authorize AAS to refer me to CUNY LEADS and to release my demographic, contact, and disability information to CUNY LEADS.

No. I am not interested in CUNY LEADS at this time. [If you change your mind, you may apply for CUNY LEADS at a later date.]

TRiO Student Support Services is a student support program, conveniently located in Room D205, the same suite as AAS. It is an <u>optional</u> program available to students registering with AAS and who are U.S. citizens or permanent residents.

In partnership with AAS, TRiO helps students to persist so that they stay in college and earn an associate degree. TRiO services include, but are not limited to:

- One-on-one and mini-group tutorials
- Academic and career counseling
- Academic advising

- Assistance with financial aid and financial literacy
- Technology skills

Are you are interested in being considered for TRiO?

Yes. I authorize AAS to release my demographic, contact and disability information to TRiO so that I can be considered for TRiO. I understand that a TRiO staff member will contact me.

No. I am not interested in TRiO at this time. [If you change your mind, you may apply for TRiO at a later date.]

Section VI: Policy on Confidentiality

General Rule:

Access-Ability Services is required by law to maintain student confidentiality. All requests for accommodations and all supporting information are considered confidential.

The Family Educational Rights Privacy Act (FERPA) regulates how Access-Ability Services discloses the documentation and records that the office maintains. Under this federal act, the student must provide written consent before Access-Ability Services can release any disability documentation or records.

An Exception to the Rule

Under FERPA, Access-Ability Services is permitted to release information to any college official who has a "legitimate educational interest."

What does this mean?

A college official, acting in the student's educational interest, who needs the information for administrative, counseling, supervisory, academic, or student support purposes may request student information from AAS. AAS will only share information on a "need-to-know" basis. The office will carefully consider the student's desire for privacy before disclosing any information.

FERPA also allows students to inspect and review their files maintained by AAS. Students have the right to challenge any information contained in the files that is incorrect or misleading and to request an amendment to this misinformation.

Section VII: Signature

I have completed the Application for Accommodations as thoroughly and accurately as possible. I have read and understand Access-Ability Services' policy on confidentiality.

Student Signature

Date

Thank you for filling out this application, please submit by emailing the application and any documentation you can provide to support your request for accommodations. Once we receive the application and supporting documentation our counselor will review for processing. It will take approximately 10 business days to review. We will send the approval or any follow-up emails to the email address included on this application, so please be sure to include a working email address.