

*The Student's Guide  
to SNAP Services*

COLLEGE of  
CHARLESTON

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CENTER FOR  
DISABILITY SERVICES

160 Calhoun Street, LCTR 104  
Charleston, SC 29424

Phone: 843.953.1431

Fax: 843.953.7731

To access accommodations, please do one of the following:

- Read the handbook
- Print out, read, and sign the forms included in your approval e-mail
- Return the forms to:

Center for Disability Services  
160 Calhoun Street, LCTR 104  
Charleston, SC 29424

***OR***

Call 843.953.1431 to schedule a meeting with a SNAP administrator.

We will:

- Review the information in the handbook with you
- Provide an opportunity for you to discuss possible accommodations
- Answer questions you might have about the information in the handbook

## ***INTRODUCTION TO SNAP SERVICES***

Welcome to SNAP (Students Needing Access Parity). The purpose of this handbook is to orient you to the variety of services SNAP provides. To use it effectively, you will need to read all the information contained in this handbook, fill out the enclosed forms, and return these forms to the Center for Disability Services, LCTR 104, 160 Calhoun Street. We suggest that you start a file and keep the following information in it:

- 1) Your letter of approval for services from the Director
- 2) The Student's Guide to SNAP Services
- 3) A copy of your Professor Notification Letter
- 4) A copy of your documentation of the disability

You might also want to keep on file any other information pertaining to or pertinent to the disability.

We recognize that there are always a number of questions that students will have. If you do not understand part or all of these materials, please call and schedule an appointment to see a SNAP administrator for assistance and clarification.

## ***GENERAL INFORMATION ABOUT SNAP SERVICES***

SNAP Services is dedicated to ensuring that all programs and services of the College of Charleston are accessible and to providing reasonable and effective accommodations while promoting independence in the student. We do this in a variety of ways.

## ***SNAP ADMINISTRATORS/STAFF***

SNAP administrators/staff provide assistance to students with issues related to the disability, accommodations, and their coursework. Call 843.953.1431 to make an appointment with a SNAP administrator to:

- Discuss any concerns you might have
- Ask questions about services available and/or how to gain access to those services
- Determine appropriate accommodations
- Discuss issues involving faculty

## ***ACADEMIC ADVISORS***

All advisors in the Academic Advising and Planning Center (AAPC) have been trained to work specifically with students with disabilities. They will assist you in selecting your courses and in reviewing your schedule to ensure that:

- You are not taking an unrealistic load (most students approved for SNAP take an average of 12-14 hours per semester)
- You avoid scheduling more than two classes back-to-back if you require extended time on tests or require extra time for transit
- You are not taking too many heavy reading or writing classes in the same semester
- Your classes are scheduled as much as possible based on your functional ability or the peak effectiveness of your medication (when applicable)

For assistance in selecting courses and registering for classes, you may make an appointment to see your advisor by calling AAPC at 843.953.5981 or by stopping by the AAPC on the second floor of the Lightsey Center, 160 Calhoun Street. An e-mail will be sent to your Edisto account around the second week of September (for spring) and January (for fall) giving you the specific dates of priority registration. If you do not receive an e-mail within that time frame, please come by the AAPC or CDS and pick up priority registration instructions.

## ***PROCEDURE FOR PRIORITY REGISTRATION***

**Students with no declared major** should call 843.953.5981 or stop by the Academic Advising and Planning Center (AAPC) to schedule an appointment with their academic advisor. Your academic advisor will assist you in making your course selections.

**Students with an officially declared major** should make an appointment with their major advisor. If a student needs to discuss disability issues related to course selection (e.g., location of classrooms and timing of classes) or to seek assistance in selecting alternative courses, they should also make an appointment to see their academic advisor at the AAPC. The meeting with their academic advisor should take place as soon as possible after the student has met with their major advisor. If the student does not need to see an academic advisor, the student may register on myCharleston during priority registration or their regularly scheduled time.

**Note:** The earlier you see an advisor and register on myCharleston, the more likely you are to obtain the courses you need.

## ***ACCOMMODATIONS***

Accommodations you request will be considered on a case-by-case basis and the need for the accommodation must be supported by documentation. Please list the accommodation(s) you need on the enclosed Professor Notification Request Form.

Fill out the Professor Notification Request Form and return it to the Center for Disability Services (CDS). After you have completed the form and returned it to CDS, an official Professor Notification Letter (PNL) listing your accommodations will be mailed to you. If you specifically request it, you may pick up the letter at CDS instead of having it mailed.

Once you receive the Professor Notification Letter, take the letter to your professors as early in the semester as possible (preferably during their office hours). The letter will document your SNAP status and the accommodations to which you are entitled, while providing you the opportunity to arrange for timely service.

## ***PROCEDURE FOR ARRANGING EXTENDED TEST TIME***

If you require extended test time, you can arrange it in one of two ways:

1. **Use the Alternate Testing Site (ATS) located at the Center for Disability Services.** If you plan to take a test at the ATS, your appointment must be made at ATS and confirmed with your professor *no later than one week prior* to the day you plan to take the test.
2. **Negotiate the time and place directly with the professor.** Some professors will allow you to take tests in the classroom, their office, or elsewhere.

### **Follow these procedures:**

1. Find out the date and time of the test from the course syllabus or the professor.
2. Come by the Testing Site at CDS. Explain that you would like to take a test on a specific day and time. The staff will try their best to accommodate you. Once the date and time are agreed on, you will partially fill out the gray ATS testing accommodation form and take it to your professor. If mobility is an issue, please call 843.953.1431 regarding scheduling tests.
3. Your professor will fill out the gray form, put the test in an envelope, seal it, and deliver it to CDS. If there are any special materials you are allowed to have when you take the test, the professor should list them on the form.
4. Go to ATS at the agreed upon time, check in with the administrative assistant, and take the test. You must leave cell phones, food, drinks, books, backpacks, and study materials with the administrative assistant. Give your test to the administrative assistant when you are finished.
5. The administrative assistant will follow the instructions of the professor regarding returning the test. You may be asked to return the test to the professor in a sealed envelope immediately upon completion of the test.

**Important:** Never leave the testing site without checking out with the administrative assistant. Never keep a test overnight even though it is in a sealed envelope. Never open a sealed envelope. Should you do so, the possibility of an honor code violation could be considered.

**Please note:** If you choose to take three classes back-to-back, you will not be able to use extended test time for the middle class.

**Remember:** The form confirming your appointment for testing at ATS must be delivered to your professor no later than one week prior to the test.

## ***ALTERNATIVE COURSES***

If you have been granted alternatives to the foreign language and/or math/logic requirement, you may receive information about the specific courses that have been approved as alternatives, their availability, and instructions on how to select these courses at Disability Services and the Academic Advising and Planning Center.

### **Important information about alternative courses:**

1. Courses used as alternatives to the foreign language requirement may not be used to meet any other major, minor, or general degree requirement. (For example, if you are a history major and you want to use HIST 231 to satisfy your 201-level language requirement, it will not count towards your history major.)
2. If math is considered an essential component of your major (e.g., Business Administration, teacher certification, etc.), alternatives to the math/logic requirement will not be allowed.

## ***IN THE CLASSROOM***

Read the syllabus thoroughly the first day you receive it.

- **Note the instructor's attendance policy.** Can you abide by it? If not, drop the class or transfer to another section. (This must be done within the drop/add period.)
- **Check the amount of reading required and the number of papers to be written.** If all the classes you are taking require a significant amount of reading as well as an extensive amount of paper-writing, you may want to consider dropping a class and adding one that would be more hands-on such as CSCI 110, studio art classes, or a PEHD activity course.
- **Does the professor have a strong accent** which will continue to be difficult for you to understand? Express your concern to an academic advisor to see if there are other options for you.

Occasionally you may take a class in which the instructor asks the students in the class why they are taking the class or why they are interested in the subject. Some of you may be approved for alternative courses and that is the primary reason you are taking this class. However, if you state that you are taking it because you are in SNAP or as a language alternative, you have revealed that you have a disability. Hopefully you are also interested in the course you have chosen; perhaps you had an experience in your past that made you want to know more about the subject. The following are quick responses that would be truthful and would not betray your confidentiality.

- I am interested in the subject because...
- The class will fulfill one of my general degree requirements.
- The class is required for my major. (This response would, of course, depend on your major.)

## ***RESPONDING TO PROFESSORS' QUESTIONS ABOUT ACCOMMODATIONS***

In order to receive accommodations from your professors (e.g., extended test time), you will need to inform them that you have been approved for SNAP. We recommend that you go to see your professors during their office hours, give them a copy of your Professor Notification Letter (PNL), and explain the accommodation(s) you will need. While we provide you with a PNL, we highly recommend that you consider how you would explain your need for accommodations to your professors. You do not need to answer questions about your actual disability (this is confidential information). However, many students wish to provide their professors with some information about their disabilities and many professors are interested in the exact nature of the disability in order to better accommodate students' needs. The choice of what to say to them and how to say it is entirely up to you. If you need assistance in formulating an approach to your professors, make an appointment with a SNAP administrator at the Center for Disability Services.

### ***REMEMBER***

College will be exciting and can at times be overwhelming. If you feel concerned about anything, please make an appointment to see a SNAP administrator at the Center for Disability Services on the first floor of the Lightsey Center, Suite 104. Office hours are 8:30-5:00 Monday-Friday. Do not wait or think your problem is too trivial. We want to see you!