Special Needs Services

Department of Counseling Services

September 2014
Special Needs Services

(Counseling Services)

September 2014
Welcome to BYU–Hawaii! We are pleased to offer a variety of services to assist students with special learning needs and other kinds of challenges. Special Needs Services (SNS) works with students individually to plan for their unique abilities and challenges while attending Brigham Young University–Hawaii.

Services for Students with Special Needs exists to assist students in applying to, functioning in, and graduating from Brigham Young University Hawaii in spite of physical, learning, or other challenges. We develop, provide, seek, facilitate, and coordinate efforts, services, and programs that are assistive, supportive, and empowering. We aim to always allow students to do for themselves all that they can do and then encourage and support them in expanding their unique capacities and gifts.
# Table of Contents

**General Information for Students with Special Needs**.......................... pg. 3

**Conditions considered disabilities**.............................................................. pg. 4

**Services available to students with Special Needs**

- **General Accommodations**....................................................................... pg. 5
- **Classroom Accommodations**................................................................. pg. 5
- **Study & Learning Accommodations**....................................................... pg. 6
- **Testing Accommodations**................................................................. pg. 7
- **How do I Qualify for Special Needs Services?**.......................................... pg. 8

**Accommodation Processes**

- **Academic**.............................................................................................. pg. 9
- **Food**........................................................................................................ pg. 10
- **Housing**.................................................................................................. pg. 11

**Student Rights**............................................................................................... pg. 12

**Student Responsibilities**................................................................................ pg. 13

**Institutional Responsibilities**....................................................................... pg. 14

**Resources**..................................................................................................... pg. 15

**Hours**........................................................................................................... pg. 16
General Information for Students with Special Needs

Admission to BYU-Hawaii

All students compete for admission to BYU–Hawaii based on the same criteria. There are no exceptions or changing of criteria for students with disabilities. Although students who feel they have special circumstances that the Admissions Committee should consider may include a letter with their application explaining their situation, applicants are not required to disclose their special needs or disabilities during the application process. The Admissions Office is located in the Administration Building (808) 675-3738.

Disability Law

Brigham Young University–Hawaii is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. The university makes every effort to accommodate individuals with disabilities within the scope of existing laws.
What Kinds of Conditions are Considered Disabilities or Warrant Special Needs Services?

Chronic Pain and Illness Disabilities

Chronic illnesses can be painful and difficult to deal with, but they may or may not be considered disabling. Students should consult with a Special Needs Service (SNS) counselor and submit current medical documentation for evaluation. Even when chronic illness causes absences, students are responsible for work covered in class, homework, and tests. A Volunteer note taker can help the student with notes, assignment dates, etc. on a voluntary basis. If a student needs to miss a class, he/she should contact the professor. Together they can discuss material and tests that may be missed during the absence.

Deaf and Hard of Hearing

Deaf and hard of hearing students should consult with a Special Needs Service (SNS) counselor and submit current medical documentation for evaluation. All accommodations are given on an individual basis and are available after approval from your SNS counselor.

Temporary Medical Conditions

Please be aware that medical conditions may not constitute a disability. Broken limbs, surgery, flu, and pregnancy are not usually considered disabilities. It is appropriate for students with temporary medical conditions to work directly with their professors instead of going through SNS. However, students may visit with an SNS counselor to brainstorm their options for dealing with temporary medical conditions.

Psychological Disabilities

Students with emotional/mental health problems should consult with an SNS counselor and submit current medical and/or psychological documentation for evaluation. All accommodations are given on an individual basis and are available after approval from an SNS counselor.

Learning Disabilities and ADHD

Students with learning disabilities or Attention Deficit/Hyperactivity Disorder (ADHD) should consult with an SNS counselor and submit current medical and/or psychological documentation for evaluation. All accommodations are given on an individual basis and are available after approval from an SNS counselor.

Mobility Impairments

Students with mobility impairments should consult with an SNS counselor and submit current medical documentation for evaluation. All accommodations are given on an individual basis and may be available after approval from a SNS counselor.

Visual Impairments

Students with visual impairments should consult with an SNS counselor and submit current medical documentation for evaluation. All accommodations are given on an individual basis and are available after approval of their SNS counselor.
What Kinds of Services are Available to Students with Special Needs at BYUH?

General Accommodations

**LETTER OF ACCOMMODATION.** Students with disabilities may have a letter of accommodation sent from Special Needs Services (SNS) to their professors after the add and drop date of the semester they are attending. They should contact each professor concerning any accommodations they may require. Professors who do not receive a letter from SNS are required by law to ask for documentation of the disability before they provide accommodations.

**ACCOMMODATION CARD.** In order to access some accommodations, such as the use of special needs computers/assistive technology, access to distraction free room, dietary, and housing needs, a student must have an accommodation card issued by his/her SNS counselor.

**TESTING FOR LEARNING DISABILITIES AND ADHD.** BYUH Counseling Services provides psychological and educational testing services to detect possible learning disabilities. **Please note: A screening process may be required for eligibility for testing. All students with disability are encouraged to bring their documentation (three years current) with them when they come in to Special Need Services.**

**TRANSPORTATION SERVICES.** BYUH Security provides a shuttle service to student’s homes in the evenings. Students must register with BYUH Security office. Contact number: (808) 675-3911. The BUS, Hawaii’s public transportation system, provides accessible transportation around the island of Oahu and can be reached at (808) 848-5555. Students that use a wheelchair or have mobility problems may need to arrange for services in advance with the HandiVan division for additional transportation assistance. Contact number: (808) 456-5555.

**PARKING ON CAMPUS.** Students who have a disability parking placard or license plate may park in any of the disability parking spaces on campus. **Note to All Students with Disabilities: Plan for Needed Accommodations Well in Advance!**

Classroom Accommodations

**VOLUNTEER NOTE TAKER.** A volunteer note taker is a student in the class that was asked by a person with special needs to write down notes on a carbon-less note paper to be shared with the student with special needs. Sometimes visual or physical impairments negatively affect a student’s ability to take notes or type. **Please Note: This service is done on a voluntary basis. Volunteers are not permitted to take notes for a student who is absent from class. Special Needs Services will provide the carbonless paper for the student with special needs.**
Accessible Classrooms. Most BYUH classrooms are accessible. However, in cases where the classroom is inaccessible, classes may be moved to a more accessible location if needed.

American Sign Language Interpreters. American Sign Language interpreters are available to qualified students. Students planning to request interpreters should notify Special Needs Services (SNS) as soon as they are accepted to BYU–Hawaii. Interpreters are a scarce resource, but SNS will do its best to accommodate student’s need. Please Note: SNS reserves the right to request that a student who needs an interpreter change to a different section of the same class where there is already an interpreter. It is possible that in some classes students will share the same interpreter. SNS can furnish addresses of agencies that provide interpreters for private use in the community.

Audio/Video Tape Lectures. Arrangements can be made beforehand with professors and SNS to record or video tape lectures where note taking is not available. If you are absent for more that two weeks, you might need to make arrangements to withdraw from the class.

Overhead Lecture Notes. Overhead Lecture Notes can be requested through the letter of accommodation sent to the professor. Student must introduce him/herself to the professor and let him/her know that he/she would like a copy of the overhead lecture notes. Please Note: It will be through the discretion of the professor.

Priority Seating. Priority seating is given to students with special needs that require them to see the board, professor’s facial expression and accessibility.

Extended Time for Assignments. Extended time for assignments are given to students with special needs that have difficulty with handwriting in class essays, vision problems, auditory problems, attention/concentration problems and learning disabilities. Please Note: The student must show forth progress. It will be through the discretion of the professor.

Study & Learning Accommodations

Tutoring. One-on-one tutoring is not provided for special needs students through Special Needs Services (SNS). However, each major has their own tutors. For example, the Mathematics department provides Math tutors. Please Note: Academic Success/Support is located in the Joseph F. Smith Library RM 124. Contact Number: (808) 675-4508/4509 Email: academicsupport@go.byuh.edu

Case Manager/Peer Mentor. A Case Manager/Peer Mentor will be assigned to each special need student registered at Special Need Services.
**Assistive Technology.** Special Needs Services has two computer workstations. The first is located in Mcky 181A (SNS). The other computer is located in the Distraction-Free room located in the BYUH Testing Center. The computers are equipped with various assistive technologies including a large screen, a speech reader, an enlargement program, and a dictation program. **Please Note:** Students desiring access to these computers must receive clearance from their SNS counselor and receive basic training in using the needed assistive technology. Students will be asked to show a current and valid Accommodation Card in order to use these computer workstations and their special features. It will be on a first come first serve basis.

**Distraction-Free Rooms for Study.** SNS can help to schedule quiet distraction-free rooms to facilitate optimal learning. The special needs testing room Mcky 181A. The Joseph F. Smith Library has group rooms for study and can be reserved on a first come first serve basis.

**Testing Accommodations**

**Distraction-Free Rooms for Exams.** The distraction-free room for exams is located in the BYUH Testing Center. **Please Note:** Student must show a valid ID and the special needs accommodation card in order to be able to use the room.

**Extended Time for Exams.** Extra time for exam completion may be allocated depending on disability. BYUH Testing Center workers will ask to see a student ID and the Accommodation Card.

**Staggered Exams or Exam Breaks.** Professors can authorize alternative exam times or exam breaks according to the needs of the student. Testing Center workers will ask to see a student ID and the Accommodation Card.

**Alternative Modes Evaluation.** Testing maybe available in oral, computerized, non-scantron, or another format according to the student’s need and the professor’s discretion. **Please Note:** These kinds of arrangement must be made well in advance. It is the responsibility of the student to initiate the discussion of appropriate evaluation methods as he/she meets with the SNS counselor and his/her instructors.

**Other Accommodations.** On a case-by-case basis, other accommodations may be made available. For further information, students should contact their SNS counselor.
How Do I Qualify For & Begin Receiving Services and Accommodations as a Student with Special Needs?

1. Complete an application to the university through the admissions office. Applicants are not required to disclose their special needs or disabilities at this time.

2. After receiving notification of acceptance from the admissions office, call or write BYU–Hawaii Special Needs Services to declare serious intent to attend. Submit documentation of disability and/or special needs to Special Needs Services. These documents will be reviewed for validity and applicability.

3. Students should carefully consider services and assistance that will be necessary and appropriate for their disability. These requests should be listed and submitted with documentation of their special needs. Students are encouraged to brainstorm for solutions with family members, use past professional advice, and confer with a SNS counselor. Service and accommodation planning continues as the university’s suggestions for reasonable accommodations are proposed and a plan is agreed upon. Service planning should begin as early as possible (at least one semester prior to attending) so that appropriate resources and necessary staff/volunteers can be arranged prior to the semester for which the student intends to enroll.

4. The student begins his/her studies at the university with a variety of helpful services in place.

5. Changes to the service plan are made each semester as academic and other challenges change.
Academic Accommodation Process

Make an appointment to meet with a Special Needs Service Counselor

Call (808) 675-3518 or email aunal@byuh.edu

Submit official documentation of disability and/or special needs to Special Needs Services for initial assessment.

If deemed eligible for academic accommodations, special needs services will send out accommodation letters to your professors, and provide you with an accommodation card.

The student begins his/her studies at the university with a variety of helpful services in place.

Changes to the service plan are made each semester as academic and other challenges change. (Students must inform SNS if they will need letters of accommodation each semester)
Food Accommodation Process

Make an appointment to meet with a Special Needs Service Coordinator

Call (808) 675-3518 or email aunal@byuh.edu

Submit official documentation of disability and/or special needs with completed Special Diet Forms to Special Needs Services for initial assessment. (Available from Counseling Services, Food Services or online at counseling.byuh.edu)

If deemed eligible for food accommodations, SNS will send accommodation letter to Food Services.

Coordinate with Food Services to formulate Special Diet Plan.

In exception to policy, submit letter of appeal to Special Needs Coordinator who will submit to the University Special Needs Committee.
Housing Accommodation Process

Service animal/ Emotional Support Animal, wheelchair accessibility, and all special needs that require an exception to policy.

Make an appointment to meet with a Special Need Service Counselor call (808)675-3518 or email aunal@byuh.edu

Submit official documentation of disability and/or special needs to Special Needs Services for initial assessment.

If deemed eligible for housing accommodations, Special Needs Coordinator will send accommodation letter to Housing Office.

Coordinate with Housing Office to plan Housing accommodations. (Housing then determines feasibility of accommodation)

In exception to policy, submit letter of appeal to Special Needs Coordinator who will submit to the University Special Needs Committee.
Student Rights

Your Rights as a Student:

Students with disabilities in post secondary educational settings are protected from discrimination by the Rehabilitation Act of 1973 (Particularly Section 504) and the Americans with Disabilities Act (ADA). In brief, these laws state that individuals with a physical or mental impairment that substantially limits a major life activity (such as talking, walking, mentally processing information, etc.) should be provided reasonable accommodations to help them enjoy the same privileges as individuals without disabilities. These reasonable accommodations could include such help as American Sign Language interpreters, extended time for exams, among many other possibilities. While the university may be mandated to provide such helps, these accommodations cannot violate the essential function of a class.

Grievance Process

If you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance procedures.

- Make an appointment with the Special Needs Coordinator, Leilani Auna (808) 675-3999, email: aunal@byuh.edu or visit our office at Mckay 181.

- The university’s Special Needs Council reviews for exceptions to policies and allegations of discrimination
Students are expected to:

- Follow BYUH policies and procedures.
- Establish communication with Special Needs Services (SNS).
- Provide all necessary documentation of their disability in a timely manner.
- Keep personal information current.
- Understand that academic accommodations should not violate the essential functions of the course and/or other department.
- Provide documentation signed by a licensed health care provider (3 years current).
- Realize that temporary (provisional) accommodations will only be for the current semester/term.
- Notify professors of accommodations.
- Personally pick up accommodation cards.
- Attend class and follow the university attendance policy.
- Remember that accommodations do not alter course requirements, students should be showing forth progress with the given accommodations.
- Must let SNS office know if letters of accommodations are needed, before each semester.
Institutional Responsibilities

Provide an education which:

- Increases faith in God and the Restored Gospel
- Is intellectually enlarging
- Is character, spiritual, academic, professional, and social building.
- Leads to a life of learners, leaders, and builders.
- Innovates Learning, and Teaching which prepares, engages, and improves students.

Provide an accessible environment which:

- Prohibits unlawful discrimination against qualified people with disabilities.
- Complies with legal requirements for access
- Takes a dynamic approach to access by removing attitudinal, informational, and physical barriers on campus, including the education of university employees on disability rights and responsibilities.
- Provides reasonable accommodations to students with disabilities.

Refrains from retaliation against individual’s avocation from accessibility.
Resources

General

ASSOCIATION OF HIGHER EDUCATION AND DISABILITY
http://www.ahead.org/

AMERICAN DISABILITY ASSOCIATION
http://www.adanet.org

US DEPT. OF HEALTH AND HUMAN SERVICES OFFICE FOR CIVIL RIGHTS
http://www.hhs.gov/ocr/

Specific Disabilities

ATTENTION DEFICIT DISORDER ASSOCIATION
http://www.add.org/

NATIONAL ASSOCIATION FOR THE DEAF
http://www.nad.org/site/pp.asp?c=folNKQMBF&b=91587

LEARNING DISABILITIES ASSOCIATION OF AMERICA
http://www.idaamerica.org/

NONVERBAL LEARNING DISORDER ASSOCIATION
http://www.nlda.org/
HOURS & LOCATION

HOURS
Monday - Friday
8am – 5pm
Closed: Saturday, Sunday, and Holidays
(808) 675-3518

LOCATION
McKay Building 181
(Counseling Services)
Across from Cafeteria
Student Development Center (Counseling Services)
BYUH Box 1837 Laie, HI 96762-1294
Ph. (808) 675-3999 or (808) 675-3518
Fax. (808) 675-3525