



Student Disability Services

Applying for Support Services and Accommodations

It is very important for students with disabilities to recognize their responsibility to request services in a timely manner.

Please allow 2 weeks if requesting electronic text or sign language interpreting.

Contacting Student Disability Services

- Phone Numbers:
 - Main office: (864) 250-8202
 - Director: (864) 250-8408
- Email: DisabilityServices@gvltec.edu
- Location:
 - Main Office - Barton Campus, Student Center (Building 105 /Office 113)
 - Services available by appointment at all branch locations including Benson, Brashier, and Northwest campuses as well as the McKinney Automotive Center and SC-TAC/Donaldson Center.
- Hours:
 - Walk-in times - Monday from 2:00-4:30 p.m. and Thursday from 9:30 a.m.-12:30 p.m.
 - Office hours - Monday through Thursday 9:00 a.m.-5:30 p.m. and Friday 9:00 a.m. -1:00 p.m.

Who is served by Student Disability Services?

Any enrolled student at Greenville Technical College who has a documented disability, that impacts the educational environment, is eligible for services from Student Disability Services. Students must provide this documentation at their own cost and effort. The office reserves the right to deny services or accommodations until such time as the appropriate documentation is provided. The actual services that will be provided are determined based on the nature and severity of the disability, the course requirements in consultation with the student, the counselor, and academic faculty.

NOTE: Documentation requirements vary among colleges and institutions. If you plan to transfer be sure to contact the office at the receiving institution and get information on their documentation requirements and process for applying for services. The Office of Student Disability Services will be happy to assist you with this process.

Documentation for a Disability

- **Who needs documentation for a disability?** Any Greenville Technical College student who wants to receive accommodations must provide clear evidence of a disability.
- **What is documentation?** Documentation is information about the disability provided by a doctor or professional trained in the specific area of disability. Documentation can be a letter or report from an appropriate professional stating the disability and functional limitations outlining how the disability affects the student.

- **Documentation Format:**
 - All documentation must be TYPED (NOT handwritten) on full-size letterhead and signed by the qualifying professional and should include date of birth or Social Security number as an identifier.
 - Diagnoses written on a prescription pad or half size letterhead are *NOT* accepted.
 - In order to guarantee your privacy, Student Disability Services does *NOT* accept faxed records.
- **When is documentation required?** Students are encouraged to bring their documentation with them when they apply for services. Due to privacy concerns, do not have it mailed or faxed to the college.
 - Documentation must be provided to the Office of Student Disability Services before the student can receive services. Under certain circumstances, provisional accommodations may be provided.
 - The student's academic record and their disability/accommodation record are NEVER combined in compliance with the Family Education Rights and Privacy Act and the Americans with Disabilities Act.
 - The Office of Student Disability Services needs sufficient information to determine eligibility and effective accommodations for each student. Funding sources and regulatory agencies require documentation be on file.
- Documentation suggested for specific disability areas:
 - **Attention Deficit Disorder**
Relevant reports from the diagnosing physician or psychologist or information from current therapist stating the disability and functional limitations. DSM-V or ICD-10 codes diagnosis is helpful.
 - **Hearing Impairment**
Physician's statement that includes diagnosis, nature of disability, severity, and functional limitations, or records from public or private school that indicate services were provided.
 - **Visual Impairment**
Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation records from public or private school that indicated that services were provided.
 - **Psychological Disorder**
Mental Health Professional's statement that includes diagnosis, nature of disability, severity, and functional limitations (psychologist, counselor, psychiatrist). DSM-V or ICD-10 diagnosis is helpful.
 - **Orthopedic Impairment**
Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation may be required.
 - **Other Health Impairment/Chronic Illness:** Physician's statement that includes diagnosis, nature of disability, severity, and functional limitation may be required. This can include chronic illness and disease.
 - **Speech/Language Impairment**
Report from a licensed speech pathologist stating the diagnosis, nature of disability, severity, and functional limitation may be required.
 - **Learning Disabilities**
Learning Disabilities Documentation must include an evaluation. Your IEP is not adequate. You must have your most current Psycho-educational evaluation.
 - **If you were served in Special Education while in the public school system** (Itinerant, Resource, or Self-Contained) we will need your **MOST CURRENT PSYCHO-EDUCATIONAL EVALUATION**. This is the evaluation that determined you were eligible for services in Special Education. ***THIS IS NOT AN IEP***. Your IEP is not helpful when determining eligibility for services in post-secondary education. Your IEP will tell us *WHAT* you received in public school, it will not tell us *WHY*. Your evaluation will assist us in providing the most effective accommodations and services.