

Naugatuck Valley Community College

GUIDELINES FOR OBTAINING A NOTE TAKER

RESPONSIBILITIES OF THE STUDENT

- Submit documentation validating your disability to Terry Latella, Office of Disability Services, Kinney Hall Room - 519 to complete the Disability Disclosure Process.
- Schedule an appointment with the Disability Office at the beginning of the semester so that academic adjustments can be provided in a timely manner. Academic adjustments are not retroactive.
- The Office of Disability Services will obtain a note taker for each student that has note taking as an approved academic adjustment.
- The Office of Disability Services will ask the instructor to announce in class: 'if you are interested in being paid for providing the College a copy of your notes from each class session, please contact me after class.' The instructor will direct any volunteers to the Office of Disability Services
- Take your own notes to be supplemented by the note taker's notes.
- If you need to ask questions about the notes, please speak to the instructor during their office hours.
- Come to the Office of Disability Services Kinney Hall-Room 519 for any questions or problems.

Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, sexual orientation, gender identity or expression or genetic information in treatment or employment at the College, in admission or access to the College, or in any other aspect of its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The College is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 28 C.F.R. Part 35 and 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, or national origin (Title VI), disability (Section 504/Title II), sex (Title IX), or age (Age Act). Inquiries concerning the application of each aforementioned statutes and their implementing regulations to the College may be referred to the U.S. Department of Education, Office for Civil Rights, at (617)-289-0111 or 5 Post Office Square, 8th Floor, Boston, MA. 02109-3921, or to the applicable College Coordinator.

Section 504/Title II

- Kimberly Carolina, Director of Human Resources/Section 504/ADA Coordinator, Room K704b, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT. 06708, 203-575-8056
- Sarah Gager, Dean of Student Services/Deputy Section 504/ADA Coordinator (Students), Room K509a, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT. 60708, 203-575-8086
- Robert Divjak, Director of Facilities/Deputy Section 504/ADA Coordinator (Facilities), Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT. 06708, 203-575-8235

Title VI/Title IX/Age Act

- Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT. 06708, 203-575-8043

Final