



Republic of the Philippines  
City of Cagayan de Oro  
**CITY COLLEGE OF CAGAYAN DE ORO**  
**Office of Student Affairs and Services**



**GUIDELINES AND PROCEDURES FOR ACCOMMODATION AND INTAKE OF  
STUDENTS WITH SPECIAL NEEDS**

These guidelines and procedures are designed to be used by students, faculty, staff, and administration in assessing reasonable, appropriate, proper procedures and accommodations of students with special needs. The guidelines and procedures contained herein may be changed at any time, with or without notice.

**THE PROGRAM**

City College of Cagayan de Oro will make a reasonable accommodation to the physical and mental limitations of students with special needs unless such an accommodation would impose an undue hardship on the institution. Special facilities for aiding mobility-impaired and hearing-impaired residents are to be made available. Differently abled students with special needs are encouraged to contact the Office of Students with Special Needs. Upon voluntary identification, persons with disabilities will be given an opportunity to describe any special needs otherwise would present difficulties because of a disability and the accommodation that the institution might make that would enable a differently abled student to perform properly and safely, including special equipment, changes in the physical assignments, elimination of certain duties relating to the assignments, or other accommodations.

One of the primary purposes and service goals affiliated with this office is that of attempting to provide needed support and/or special accommodation assistance to qualified students. Such services are provided in an effort to assure that those differently abled or special needs students who self-identify and are enrolled at City College of Cagayan de Oro experience equal learning opportunity as well as full access to programs or services offered by the institution. Students in need of an appointment or more information are encouraged to contact the Office of Students with Special Needs.

Whether a student has a documented learning, physical, or psychological disability, or other barriers to learning; our comprehensive support services help the student achieve his or her potential.

Our focus is on ability – not disability – as we help to provide equal access for students with special needs.

**MISSION STATEMENT**

To provide equal access to members of the school community with disabilities and other special needs and to promote understanding and acceptance within the college community.



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## LINKAGES

The success of our program depends on close working relationships with the high schools from where the students came from; with other agencies (government or private such as the Department of Education, Commission on Higher Education and the like), including:

- ✓ Counseling
- ✓ Advising and Transfer Center
- ✓ Financial Aid
- ✓ Career Services
- ✓ Special Learning Centers
- ✓ Athletics and Student Activities

## STUDENT RIGHTS AND RESPONSIBILITIES

Students with disabilities who attend City College of Cagayan de Oro have the following rights:

- ✓ Equal access to courses, programs, services, activities, and facilities;
- ✓ Reasonable accommodations that provide equal opportunity;
- ✓ Access to auxiliary aids and/or assistive technology; and
- ✓ Appropriate confidentiality of disability documentation. Information will only be released with written consent or whenever disclosure is required or permitted by law.

Student with disabilities who attend City College of Cagayan de Oro have the following responsibilities:

- ✓ Self-identify themselves with the Special Needs Office by meeting with the Coordinator and providing appropriate documentation of disability(ies);
- ✓ Complete an “Accommodations Request Form” for each semester to indicate the support service needed for that semester;
- ✓ Provide a minimum of three weeks’ notice to the Special Needs Office for all major accommodation requests. Special accommodations for equipment may require more time;
- ✓ Provide minimum of one week notice to the instructor and Special Needs Office for any testing accommodations;
- ✓ Seek information, academic and/or personal counseling, and assistance when needed; and
- ✓ Adhere to course content, academic standards, code of conduct, policies and procedures set forth by the instructor, department, and/or college, as all students are required to follow.

## RIGHTS AND RESPONSIBILITIES OF THE INSTITUTION

City College of Cagayan de Oro has the following rights:

- ✓ Establish standards for courses, programs, services, activities, and facilities and to evaluate students based upon these standards;



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- ✓ Require current appropriate documentation that support the student's need for accommodations;
- ✓ Select among equally effective accommodations or auxiliary aides or services; and
- ✓ Deny an unreasonable request for an accommodation that fundamentally alters a course, program, or activity at the college.

Responsibilities of City College of Cagayan de Oro, through the Office of Students with Special Needs:

- ✓ Serve as an advocate and liaison for students with disabilities and encourage them to become strong self-advocates;
- ✓ Reduce or eliminate physical, academic, and attitudinal barriers for qualified individuals with disabilities;
- ✓ Provide reasonable accommodations for students with documented disabilities who are otherwise qualified to participate in college courses, programs, and activities;
- ✓ Notify instructors of accommodation eligibility(ies) for students requesting support services. This is done on a semester-by-semester basis; and
- ✓ Maintain confidentiality of documentation and other personal information except when permitted or required by law to make disclosure.

## INTAKE PROCEDURE

Every student who requests accommodations from the Office of Student with Special Needs must present current, appropriate documentation of his or her disability(ies) during an intake appointment with the Special Needs Coordinator. The intake appointment usually proceeds as follows:

1. Student makes the intake appointment with the Special Needs Coordinator. It usually lasts about 30 minutes. Student may bring parents or another person to the appointment.
2. Student must bring appropriate, current documentation of his/her disability to the intake appointment.
3. During the intake appointment the coordinator will explain the purpose and procedures of the Special Needs Department. The following paperwork will be completed by the Special Needs Staff:
  - a. Intake Form/Release – Kept in student's file with documentation;
  - b. Special Needs Accommodation Form – Accommodations that the student is eligible for are listed by Special Needs Staff. The form will be given to student after the intake appointment along with Special Needs Flyer; and
  - c. Certification Card Request Form – Laminated cards are printed for students.
4. The following paperwork will be completed by the student:
  - a. Accommodations Request Form – If completed prior to beginning of the semester, services are coordinated just before the beginning of the semester. If completed after the semester has begun, services will begin as quickly as possible. Tutors will receive a copy of the student's schedule so they can call the student to arrange for tutoring times. A schedule sheet is placed in the Master Binder so tutors can fill in their tutoring times for the student. If a student does



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not request a tutor for a class, but does request other services, the coordinator will send an accommodations card to the instructor.

- b. A file will be opened for the student containing the Intake Form/Release and all documentation. The student's information will be entered into the Special Needs data base.

## DOCUMENTATION

Disability documentation must have a disability diagnosis, indicate academic accommodations needed as a result of the disability, and include the signature of a licensed clinical professional and the date of signature. This documentation may include high school individualized education plans (IEP's), letters on appropriate letterhead, a completed Verification of Disability Form from the City College of Cagayan de Oro Special Needs Office, medical records, etc. Prescription slips DO NOT qualify as appropriate documentation. At a minimum, the documentation must include a diagnostic evaluation including as appropriate, a psychological or medical evaluation which is no more than three years old. Exceptions may be necessary dependent upon individual circumstances and disability.

## CONFIDENTIALITY

Any and all materials contained within a student's Special Needs file shall remain confidential. These materials shall include, but are not limited to Special Needs intake form; medical and psychological records; correspondence from doctors or other appropriate professionals, notes from instructors, counselors, advisors, Special Needs staff, etc.

The content of student's Special Needs file may not be discussed over the phone or released to other individuals without the student's written consent. The student must sign a Documentation Release form in order to receive the contents of his or her Special Needs file.

## ACCOMODATIONS

The Special Needs Program at City College of Cagayan de Oro is designed to provide reasonable support to otherwise qualified students with disabilities so that they have the same opportunities as other students to succeed in college. Whether a student has a documented learning, physical, or psychological disability or other barriers to learning; our comprehensive support services help the student achieve his or her potential. Our focus is on ability – not disability – as we help to provide equal access for students with special needs.

Eligible students may access support services each semester by completing an "Accommodations Request Form", available at the Office of Student with Special Needs Coordinator. We highly recommend that each student discuss accommodations with his or her instructor(s).

## SPECIAL NEEDS SERVICES GUIDELINES



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Students with Special Needs requesting or needing special accommodation assistance or services upon entry should do the following things as early as possible:

- ✓ Contact the Students with Special Needs Office to self-identify and to discuss special accommodation needs;
- ✓ Student provision of "certified" disability - affirming documentation to the coordinator as soon as possible or within 30 days of any special accommodation service provision.
- ✓ Student completion of the intake and orientation processes;
- ✓ Student provision of at least a 48-hour advance notice of need to the Students with Special Needs Coordinator to allow time for any needed testing accommodations to be arranged;
- ✓ Student agreement to abide by all rules or guidelines required by the Special Needs Office while receiving special accommodation assistance;
- ✓ Student support services are available and provided by City College of Cagayan de Oro on a semester basis. This information will be shared with a student upon entry at the scheduled New Student Orientation session – once an appointment with the services coordinator has been made.

Types of Disabilities Often Encountered That May Require Special Accommodation or Added Assistance:

- ✓ Mobility Impaired
- ✓ Vision Impaired
- ✓ Deafness or hard of hearing
- ✓ Learning Disability
- ✓ Communication Disorder
- ✓ Brain Injury
- ✓ Epileptic Seizure
- ✓ Multiple Impairment
- ✓ Other Health Problems (i.e. chemical sensitivity)

#### SPECIAL SERVICES - AVAILABLE TO QUALIFIED STUDENTS

- ✓ Early Registration
- ✓ Test Accommodations
- ✓ Scribes
- ✓ Accessible Classrooms and Labs
- ✓ Adaptive Equipment
- ✓ Academic Planning Advising
- ✓ Career Guidance
- ✓ Service Referral Assistance


\*In most cases, medical documentation is required to support a disability claim or a special accommodation services request. Documentation provided must be from a certified medical specialist (M.D., Licensed Neurologist, etc.).



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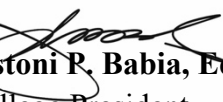
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