

AIRPORT CAMPUS
Counseling & Career Services
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Accommodation Policies and Procedures

Information for Students Requesting Note Taker Services

- A note taker will be secured by the following efforts:
 1. Students will give their Urgent Notification notice to the instructor to read aloud at the beginning of each class period during the first week of class, or
 2. Students may ask fellow students in the class to take notes
 3. If needed, Counseling & Career Services can assist by contacting students in the class to take notes
- Concerns regarding the note taker must be reported to Counseling & Career Services as soon as possible.
- Students must complete a note taker verification form online mid-semester and at the end of the semester. That form is located online at http://forms.mid.tec.sc.us/sds/csds_notetaker.htm
- Students will be permitted one note taker per class.
- Notes are provided only when you are in class, and are provided only as a **supplement** to your notes.
- If it is reported that you have missed an excessive number of classes, note taker services may be suspended.

Information for Students Requesting Testing Services

- Students should schedule a testing appointment with Counseling Services at least **3 working days** in advance.
- We are able to schedule tests only during our regular office hours.
- You must provide your own materials for testing (i.e. pencils, calculators, and scratch paper).
- Counseling & Career Services CANNOT explain test questions or answers to students.
- All book bags, cell phones, and other possessions will be left at the front desk until the completion of the exam.
- If needed, one bathroom visit during the exam is allowed. The exam will be left with the test proctor until the student returns within a reasonable amount of time.

If Academic Misconduct occurs the instructor and the Assistant VP for Student Development Services will be notified (see Academic Misconduct in the Student Handbook, Appendix I)

Information for Students Requesting Interpreter Services

- Requests for classroom interpreters are to be made each semester during the first two weeks of registration. Students enrolled in a Continuing Education course should make request as they pay for the course (two weeks notice is appreciated).
- Students requesting interpreters for tutoring, appointments or any other college-sponsored events are to submit this request two weeks prior to the event (or as soon as they are aware of the need).
- Students are responsible for notifying Counseling & Career Services of any change in room assignments and if a student chooses to drop or withdraw from a class.
- If a student who uses an interpreter is going to be absent, notification at least one day prior to the missing class, tutoring or appointment, to Counseling & Career Services is expected (except in case of an emergency).
- Interpreters are only obligated to wait 15 minutes for a student to show. Subsequent no-shows may result in suspension of services until the student meets with Counseling Career Services.
- If an interpreter does not show, the student is to notify Counseling Career Services.
- An interpreter is not to interpret for tutoring, meetings or any outside of class activities unless they have been notified by Counseling Career Services as to the request.
- Any concerns or problems with an interpreter should be submitted in writing to Counseling Career Services.