

## Frequently Asked Questions

---

The office of  
**disABILITY  
SERVICES**

Loew Hall, Room 211 ■

718.289.5874 ■

[www.bcc.cuny.edu/disability-services](http://www.bcc.cuny.edu/disability-services) ■

**Q. Are all BCC Students with disabilities registered with your office?**

**A.** No. Not everyone with a disability requires or requests accommodations. The student chooses whether or not to register.

**Q. How do I know if a student is registered with ODS?**

**A.** All students registered with ODS are issued an official laminated photo ID from this office. They should present their ID to you if they are requesting accommodations.

**Q. How do I know what the student's accommodations are?**

**A.** The student's accommodations will be listed on the back of the ID.

**Q. One of my students has low vision and I provide handouts to the class. How will she read them?**

**A.** Accommodations are individual and would depend on how the student accesses written material. It could be she just needs a magnifier or uses a computer with screen reading capability. We will have determined this when we met with her for the intake. A list of her accommodations would be outlined on her ID. You should contact us to assist you in making sure all your class materials are accessible or for assistance in making academic adjustments.

**Q. I would like to know more about the student's disability. May I ask him to provide me with medical documentation?**

**A.** Never. Documentation is confidential and should be shared only with this office. If a student offers you medical documentation, please refer him to ODS.

**Q. I suspect a student in my class has a disability. The student has not shown me an ID card from ODS. What should I do?**

**A.** You should reach out to ODS. If the student is registered with us (which is confidential), we will reach out to the student to find out what's going on. Do not ask the student if they have a disability or if they are registered with our office.

**Q. If the student has extended time for exams, what do I need to do?**

**A.** 1. You can provide extended time for the student in the classroom.  
2. We can proctor the exam, provided the student has given us a completed proctor form a week before the date of the exam.  
3. If the exam takes place in a lab, your department will need to proctor.

**Q. I have two students in my class with disabilities who have accommodations. Should I automatically send their exams to ODS?**

**A.** Please do not email an exam to us. We will contact you to obtain the exam after the student brings the proctor form to ODS. It is important that the student initiates the process.

**Q. I have a student who has accommodations, but I don't think she needs them. Do I have to provide these accommodations?**

**A.** Yes. The rights of a student with a disability to reasonable accommodations are protected under the Americans with Disability Act (ADA). If a student is registered with ODS, it means documentation supporting reasonable accommodations has been provided and the institution is mandated to provide them.

**Q. Where can I find more information about your office?**

**A.** Our webpage, contact information, and location are on the back of the ID. Webpage: <http://www.bcc.cuny.edu/Disability-Services/>  
Phone: 718.289.5874 Intake Room: Loew Hall, Room 211