

Disability Support Services

Denise Schell, MA, LPC - dschell@schoolcraft.edu
Amy Ockerman, MA, LPC - aockerma@schoolcraft.edu

(P)734-462-4330, (F)734-462-4489

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FAFSA Changes for 2017-2018

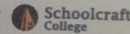
- Students will be able to submit a FAFSA earlier.
- Students will use 2015 income information for the 2017-18 FAFSA.

IF YOU PLAN TO ATTEND COLLEGE FROM	YOU WILL SUBMIT THIS FAFSA	YOU CAN SUBMIT THE FAFSA FROM	USING TAX/INCOME DATA FROM
July 1, 2016–June 30, 2017	2016–17	Jan. 1, 2016–June 30, 2017	2015
July 1, 2017–June 30, 2018	2017–18	Oct. 1, 2016–June 30, 2018	2015
July 1, 2018–June 30, 2019	2018–19	Oct. 1, 2017–June 30, 2019	2016

Visit www.schoolcraft.edu/aid for more information.



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Services for Students with Disabilities

Disability Support Services Office Hours:

Monday - Thursday: 8:00 am - 6:00 pm
Friday: 8:00 am - 5:00 pm

734-462-4330

Accommodations

Services are **individually arranged** with the Disability Support Services (DSS) Counselor.

To qualify for accommodations, a student must meet with a DSS Counselor, provide documentation of her/his disability, and work with the DSS Counselor to make arrangements for accommodations. Acceptable documentation of a disability includes: an IEP, a 504 Plan, or a diagnosis as provided by a health care or mental health care professional on office letterhead. It is the student's responsibility to contact her/his instructor to discuss accommodation needs for each class.

It is recommended that students meet with instructors at the beginning of the semester to ensure that their accommodations are available to them throughout the entire semester. Please be aware that failure to do so will likely result in a student not receiving the accommodation.

A memo is sent to the instructor saying the student "may need the accommodation."

The accommodations are intended to help ensure you are as successful as possible in your courses.

Services are available for all future terms as long as the services are directly tied to the current impact of the disability.

Updated documentation may be required.

Tests

Ask the teacher to send test to the testing center (MC 220/ RC 120) one week before each test.

Tape Recorder

Bring a recorder to class and listen to recording after class, writing down important ideas.

Note Taker

Ask a fellow student to take notes or ask for assistance in finding a note taker from your instructor. NCR paper is available in the Disability Support Services office (MC 105) or the LAC at the Radcliff Center (RC 120). Review notes the same day several times.

Private Room

Distraction-Free Space Scribe or Reader for Tests

Contact the Testing Center to make arrangements one week before the test at 734-462-4806 or in person (MC 220/RC 120).

APPLYING TO SCHOOLCRAFT COLLEGE

1) Go to www.schoolcraft.edu. Up at the top, click on #2 - Apply. The first option, in blue font, states "Application for Admission". Click on it and fill out the requested information. Some information is required; other information is optional. If you have an idea of what program you are interested in, indicate it at the bottom (it says "Undecided/General Studies"). (Don't worry if you change your mind - this happens often and is easy to do with a program change form in the Disability Support Services office or at the Counseling Center.) If you are planning on using financial aid funds to pay for courses, you must select a program. If you select the last option, "Non-degree Seeking, Undecided", you will likely not receive funding for classes.

2) Once you have completed the application, it will take about a week for us to process the application and assign you a student ID number. You should receive a letter in the mail within 10 business days of applying for admissions indicating your status (e.g. whether you have been accepted or not, and the next steps for you to take). If you do not receive a letter within this time frame, please call the Registration Center at 734-462-4426. If you wish to process your application through sooner to get a student ID number faster, call the Registration Center (same process as above), and a representative should be able to help you with this as long as all of the information needed has been provided.

3) Schedule an appointment to meet with a Disability Support Services counselor. Call 734-462-4330 to schedule the appointment. For the appointment, you should bring a copy of your IEP, Section 504 plan, or a note on official letterhead from your treating mental health provider stating your diagnosis. You should also bring a copy of your high school transcripts and your ACT scores (if you have any).

If you do not have ACT scores, you will need to take Schoolcraft's placement testing to determine your English, math, and reading proficiency for placement into courses. This usually will not be done on the same day as your appointment. If you are interested in taking the placement testing, please go to www.schoolcraft.edu/lac for links to websites that will provide review and refresher information for these areas. It is **STRONGLY** recommended that you refresh your math skills (at a minimum; reading and English as well if desired) before taking the placement testing. Our test starts with fractions and decimals and many students are not as current on these skills as they should be to do their best on the placement test. (The goal of testing is not to determine "pass/fail" or to see what you have forgotten or not seen in a while, but to determine the level of skills you possess in English, math, and reading so that we can discuss appropriate class placement - not too hard, and not too easy.)

4) Attend your appointment, set up accommodations, and possibly select courses.

Throughout the school year, informational seminars for incoming high school students are presented. Please see the website for dates and times, or you can call the Disability Support Services office at 734-462-4330 for information. Differences between high school and college will be discussed, as well as how to schedule a meeting to set up accommodations and the timeline for registration. Please contact the Disability Support Services office at 734-462-4330 for upcoming dates or speak with your high school transition coordinator or counselor.

Schoolcraft College

FERPA Information Release Authorization Form

Records Office Phone: 734-462-4677 Fax: 734-462-4506 Email: records@schoolcraft.edu

Students wishing to allow another person access to their records should complete this form. It is the student's responsibility to keep this form current. If the date range has expired when a request for information is made, it will not be honored. **If the ending date is left blank, this form will expire two years from the date it was received.**

The **student** needs to complete **ALL** sections of this form and bring it to the Registration Center in the McDowell Center. **If you are faxing the completed form, please include a copy of your driver's license and fax to 734-462-4506.**

This form **does not** cover password resets for WebAdvisor, BlackBoard, Student Email, or Wireless access. It is the student's responsibility to contact the school for assistance.

Student Name: _____

Student ID # or Last four digits of S.S. #: _____

Date of Birth: _____

Password: _____ (To be created by the student and given to the person named below.)

Access given to: _____
(Name(s) and relationship to student)

I authorize Schoolcraft College to release the following information: (check all that apply)

- College Transcripts
- Grades
- Financial Aid/Student Accounts
- Academic Performance
- Class Attendance
- Disability related issues (i.e. advocating for services needed, timely requests, etc.)
- Student Conduct and Discipline

I grant access to the individual(s) specified above beginning ___/___/___ and ending ___/___/___.

Student's signature: _____ Date: _____

Staff signature: _____ Date: _____

INFORMATION HIGH SCHOOL STUDENTS SHOULD UNDERSTAND PRIOR TO APPLYING TO SCHOOLCRAFT COLLEGE

- Colleges do not provide personal aides but may assist students in making their own arrangements.
- Generally students are allowed extended time on tests (150%, or time and a half at Schoolcraft), but not unlimited time, depends on curriculum.
- Usually students are not given extra time to complete homework assignments, projects, term papers, etc., unless individual instructors agree to do so. In these cases, those arrangements are made between the instructor and the student -- NOT through the Disability Support Services Counseling office.
- In college, there are no modified assignments, such as shortened length, fewer to complete, etc. All students are expected to complete the required coursework for each class.
- As a college student, FERPA (Family Educational Rights and Privacy Act) covers confidentiality and does not allow parents to access or discuss student information without a signed and dated student release form.
- The typical college schedule demands very different time management skills compared to high school. In general, for every one hour that a student spends in class, they SHOULD spend 2 - 3 hours OUTSIDE of class, reading the textbook, studying for tests, writing papers and lab reports, solving math problems, etc.
- In college, there are no resource rooms or special education classes; students are encouraged to utilize tutoring services, which are provided free of charge.
- Colleges rely less on human readers/scribes and more on technology.
- Colleges rely on diagnostic information to assist students but do not use the IEP process.
- Documentation requirements vary from one institution to another. It is important to become informed as to what is required at each.
- For student interested in applying for Financial Aid, starting July 1, 2012, any student who has NOT earned a high school diploma or their GED will not be eligible for financial aid funding.
- Students are required to advocate for themselves. Students need to meet with a Disability Support Services Counselor to make arrangements for accommodations best suited for their diagnosis and instructors will be provided with accommodation information. It is then the STUDENT'S responsibility to speak with each of their instructors about their needs in each of their courses.

Distance Support Services Counseling
Located in 205 McDowell Center (Career and Transfer Center)
To make an appointment, please call 734-462-4330

Denise Schell dschell@schoolcraft.edu
Amy Ockerman aockerma@schoolcraft.edu

Initial meetings should be set up sometime during January through March – ***before*** students plan on attending in the Fall

What student should bring to the initial meeting:

- Copy of IEP
- Copy of high school transcripts
- Copy of ACT scores (where applicable)
- Any questions that you may have

During the initial meeting, the student and the counselor will discuss the student's diagnosis, their previous accommodations, and ideas about future academic goals (e.g., transferring to a four year college and planning on earning Associate's degree at Schoolcraft; earning a skills certificate at Schoolcraft; seeking the experience of a college education). Accommodations for college courses will be discussed and some paperwork will be completed. If a student will be seeking financial aid, steps should be made to look into the process and start completing the paperwork. (Please speak to someone in the Financial Aid office at 734-462-4433 for additional information. The website for applying is www.fafsa.ed.gov. Please be sure to apply by the beginning of May to ensure that the application can be processed before early registration for Fall begins.)

Based on ACT scores and a review of their high school transcripts, it will be determined if the student is required to take Schoolcraft's placement exam, or if the student is interested in taking Schoolcraft's placement exam. (Not everyone will need to take the placement exam.) When necessary, arrangements will be made during the initial meeting for them to do so. It is important that placement testing be done **PRIOR** to registering for Fall courses, as this assists the counselors in determining a student's math, reading, and English proficiency.

Students should then make arrangements to meet with a Disability Support Service Counselor as early as possible. (Early registration for Fall semester usually starts at the end of March. Students will want to come in when it best fits their schedule, but they do not want to wait until the last minute if they want to get the schedule that best fits their needs.) At this meeting, the student and the counselor will set up accommodations, review placement scores, select courses, and create a schedule for the Fall semester. **We encourage students to register early for classes – this helps ensure that they get the classes that they want, when they want to be taking them, and with the instructors that they prefer.**

FINANCIAL AID INFO:

www.fafsa.ed.gov

Financial Aid office contact number at Schoolcraft College: 734-462-4433 (press #5 to speak with rep)

The financial aid school year runs from July till the following June. You should apply for financial aid after you/your parents/whoever is claiming you as a dependent have completed taxes for the year (usually by the end of April). It takes about 4 – 6 weeks for applications to be processed and you to receive a reply (as long as the application was filled out properly and additional information is not required).

You will need to re-apply for financial aid every year that you wish to receive it.

Once you have been granted funding, Financial Aid looks at 2 academic criteria:

- 1- overall GPA of 2.0 or higher
- 2- Satisfactory Academic Progress (SAP) – you have successfully completed (“passed”) 67% of the credits that you have taken

It is better for you to **withdraw** from a class than to stay in it and fail it:

	Credits	Grade	Grade points
PSYCH201	4	3.0	12.0
BIOL101	4	2.5	10.0
HIST134	<u>4</u>	0.0	<u>0.0</u>
Total	12		22.0

Overall GPA = 1.833

At this point, you have are not meeting the minimum GPA criteria – overall GPA is BELOW 2.0 (1.833) and you are at exactly 67% completion (successfully completed 8/12 credits = 0.67). Your funding for future semesters is likely in jeopardy.

	Credits	Grade	Grade points
PSYCH201	4	3.0	12.0
BIOL101	4	2.5	10.0
HIST134	<u>4</u>	w	<u>w</u>
Total	8		22.0

Overall GPA = 2.75

At this point, your overall GPA is fine (2.75) and you are at exactly 67% completion (8/12 credits = 0.67). Your funding for future semesters will be intact for now, but you need to be careful that your completion rate does not fall lower than it is now.

PLEASE VERIFY YOUR SPECIFIC SITUATION AND STATUS WITH THE FINANCIAL AID OFFICE! DO NOT WITHDRAW FROM A CLASS UNTIL YOU HAVE CONSULTED WITH A FINANCIAL AID REPRESENTATIVE FIRST TO SEE HOW DOING SO WILL AFFECT FUTURE FUNDING.

CAB 101 Student Success (3-0) 3 Cr. Hrs.

Course Description

This course is designed to increase students' learning potential and success in college and beyond. Each student will actively explore learning strategies and attitudes that lead to improved grades and employability. Topics covered in the course include college language and resources, time/task planning, critical thinking, study techniques, uses of the e-portfolio, self reflection, and exploring attitudes and dispositions successful students bring to a learning environment. Each student will learn to apply the principles covered in this course to other college course work.

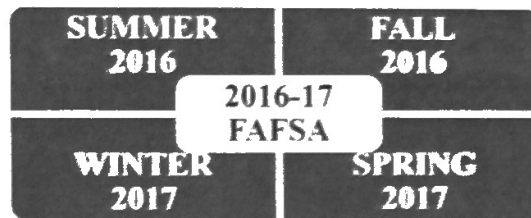
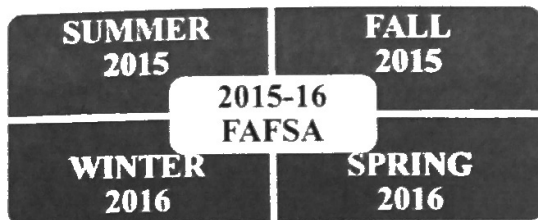
CAB 100 Student Success Seminar (1-0) 1 Cr. Hrs.

Course Description

This course is designed to introduce you to strategies and attitudes that will help you to maximize your potential for success in both college and the workplace. You will explore your personal learning style and develop skills aimed at improving your classroom performance and future employability. Topics covered include college terminology and resources, technology, time management, goal setting, critical thinking and study techniques.



1. **Apply for admission to the college** – The application is available online at www.schoolcraft.edu or from the Admissions and Welcome Center. You must be an admitted student at Schoolcraft College in order for the college to receive your FAFSA.
2. **Complete the Free Application for Federal Student Aid (FAFSA)** at www.fafsa.gov.



- List Schoolcraft College’s Federal School Code on your FAFSA: **002315**
- Sign your FAFSA electronically with your FSA ID, which is available at www.FSAID.ed.gov. For Dependent students, both student and a parent will need their own FSA ID.
- The **IRS Data Retrieval** tool will be available two weeks after submitting your taxes online starting on February 7, 2016. Schoolcraft College strongly recommends using this option.

3. **Student Aid Report (SAR)** – Within a week of completing the FAFSA, the Department of Education will send you a copy of your completed FAFSA, called a SAR. Please review the information for accuracy. You may make corrections at www.fafsa.gov or mail in the corrections on your SAR to the Department of Education.

Your FAFSA is received by Schoolcraft in 3 - 5 business days and you will receive one of the following emails:

- An email notifying you that paperwork is needed to complete your FAFSA. The paperwork needed will be listed on your WebAdvisor under “My Documents.”
- An email notifying you are not eligible for grants and introducing you with additional funding options.
- An email directing you to view your award letter on WebAdvisor to see what grants you have been awarded.

HELPFUL INFO

- Check your Schoolcraft College email at www.schoolcraft.edu/scmail. All emails from the school are sent to that email.
- If Schoolcraft is requesting you to fill out forms, the forms can be found at www.schoolcraft.edu/aid. Click on “Forms” on the right.
- Student loans are not automatically awarded to students. If you are interested in a student loan, please visit www.schoolcraft.edu/aid and click on “Loans” for more information.
- Apply for Schoolcraft Scholarships at www.schoolcraft.edu/scholarshipsearch

Financial Aid Office Hours & Contact Information:

Email: finaid@schoolcraft.edu
 Telephone: 734-462-4433
 Fax: 734-462-4527

Website: www.schoolcraft.edu/aid
 Office Hours: Mon. - Thur. 8 a.m. – 6 p.m.
 Friday 8 a.m. – 4:30 p.m.

Academic Progress Requirements:

In addition to meeting individual financial aid program requirements, students must be making satisfactory academic progress toward completing a degree or certificate program to receive aid. The Schoolcraft College Academic Progress Policy applies to all students who receive financial aid from any program we administer. Federal regulations require that the policy includes reviewing enrollment periods for which students did not receive aid, as well as the semesters students did receive aid. In general, a student must:

- Have successfully completed at least 67 percent of all Schoolcraft College credit hours attempted or be a first-time student at Schoolcraft College – and –
- Have a cumulative Schoolcraft College grade point average of at least 2.0 – and –
- Along with transfer credits, have not attempted more than 90 credit hours or 150 percent of the student’s official Schoolcraft College academic program requirements.

Bookstore Information:

Semester	Dates to Use Financial Aid*
Spring 2016	4/25/16 – 5/13/16
Summer 2016	6/20/16 – 7/15/16
Fall 2016	8/15/16 – 9/23/16
Winter 2017	12/12/16 – 2/3/17
Spring 2017	4/24/17 – 05/17/17**

Financial aid can only be used at the bookstore during specific dates each semester. In order to use your financial aid at the bookstore, you must be awarded and have eligible financial aid remaining after your classes are paid for.

**These dates are subject to change. Please view WebAdvisor for accurate information.

Priority Dates:

Aid beginning	Submit FAFSA by	Financial aid file complete* by
Summer 2016	February 1, 2016	May 1, 2016
Fall 2016	March 1, 2016	July 1, 2016
Winter 2017	September 1, 2016	November 1, 2016
Spring 2017	January 1, 2017	March 1, 2017

Applying early will increase your chance of having an award determination in time for the start of classes, and of receiving the limited financial aid funds. If you apply after the priority dates, you may not have your financial aid award in time to register for classes using financial aid, and may have to pay out of pocket for your tuition, fees and books.

*Your financial aid file is complete when all requested information has been submitted to the financial aid office.

Additional Information:

- Inform the Office of Financial Aid of changes in your financial or family circumstances. You may qualify for a re-evaluation of your financial aid information.
- Keep your demographic information current with the Registration Center.
- Visit the college website at www.schoolcraft.edu/aid to view the complete listing of rules, regulations and procedures.
- Be sure to check your Schoolcraft email account at www.schoolcraft.edu/scmail. If you need help logging into your email or WebAdvisor, please contact the Registration Center.