

## DSS STAFF

### Enterprise Campus

Dr. Felisha Ford, ADA Compliance Officer  
P.O. Box 1300  
Enterprise AL 36331  
Physical location: Student Center, Suite102  
Phone: 334-347-2623, extension 2293  
TDD: 800-548-2546  
Fax: 334-347-5569  
Email: [fford@esc.edu](mailto:fford@esc.edu)

### Alabama Aviation Center at Ozark

Dr. Oretha Harper  
3405 U.S. Highway 231 South  
Ozark AL 36361  
Physical location: Steagall Building  
Phone: 334-347-2623, extension 3640  
Fax: 334-774-6399  
Email: [oharper@esc.edu](mailto:oharper@esc.edu)

### Ft. Rucker Location

Ms. Helen Nichols  
P.O. Box 1300  
Enterprise AL 36331  
Physical location: Building 4502,  
Kingsman Street, Ft. Rucker AL 36362  
Phone: 334-598-3438  
Email: [hnichols@esc.edu](mailto:hnichols@esc.edu)

### Alabama Aviation Center at Mobile

Mr. Kyle Cook  
1975 Avenue C  
Mobile AL 36615  
Phone : 251-438-2816  
Fax : 251-438-2836  
Email: [kcook@esc.edu](mailto:kcook@esc.edu)

## DSS STAFF

### Alabama Aviation Center at Albertville

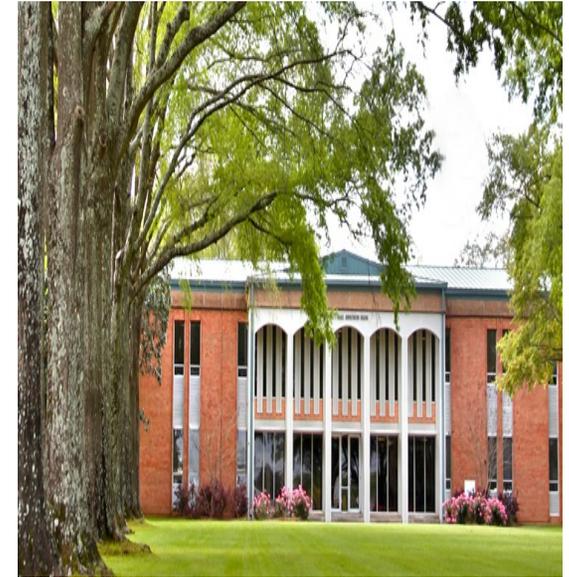
Mr. Dan Owen  
24 Aviation Way  
Albertville, AL 35950  
Phone : 256-279-0940  
Fax : 256-279-0943  
Email : [dowen@esc.edu](mailto:dowen@esc.edu)

### Alabama Aviation Center at Mobile

Mr. Kyle Cook  
1975 Avenue C  
Mobile AL 36615  
Phone : 251-438-2816  
Fax : 251-438-2836  
Email: [kcook@esc.edu](mailto:kcook@esc.edu)

### Alabama Aviation Center at Albertville

Mr. Dan Owen  
24 Aviation Way  
Albertville, AL 35950  
Phone : 256-279-0940  
Fax : 256-279-0943  
Email : [dowen@esc.edu](mailto:dowen@esc.edu)



# Enterprise State Community College

P.O. Box 1300  
Enterprise AL 36331  
Phone: 334-347-2623, extension 2293  
Fax 334-347-5569  
Email: [fford@esc.edu](mailto:fford@esc.edu)

Disability Support Services  
Brochure

# WELCOME

The staff of Disability Support Services welcomes you to Enterprise State Community College. The purpose of DSS is to facilitate reasonable and appropriate academic accommodations to college students with disabilities. Enterprise State Community College offers services and has staff members on each of our campuses and sites. All personnel are equipped and eager to assist you.

## **Admission**

The Admissions Office handles all applications for admission to Enterprise State Community College. Admission standards are described in the College Catalog/Student Handbook. College admission is not affected by a disability. DO NOT send disability documentation with your application for admission. Comprehensive documentation of your disability should be delivered to the DSS staff member at the ESCC location you plan to attend or are currently attending.

## **What does DSS do?**

The program provides reasonable accommodations and services for qualified students with documented disabilities.

## **What is a disability?**

The Americans with Disabilities Act of 1990 defines a disability as a “mental or physical impairment which substantially limits one or more major life activities.” Walking, eating, talking, breathing, writing, listening, learning, etc. are all examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations under the ADA.

## **What are “reasonable accommodations and services”?**

Reasonable accommodations and services may include priority registration, extra-time on tests, special seating arrangements, assistance with class notes and/or alternate format materials such as tape recorders, large print, etc. Accommodations and services are designed to meet the individual needs of the person with the disability.

## **How do I document a disability?**

Specific information on documenting a disability can be obtained from any DSS staff member or from the Enterprise State Community College website ([www.escc.edu](http://www.escc.edu)).

## **If I had an Individualized Educational Plan (IEP) or 504 Plan in high school, can this be my documentation?**

These documents may be valuable sources of information. However, neither one can serve as the sole documentation of a disability. Documentation must come from a qualified professional with expertise in the areas of your disability. Documentation must be no more than three years old in most cases.

## **What role will my parents play while I am in college?**

The Family Educational Rights and Privacy Act legally recognizes students age 18 or over as adults. In college, it is the student’s responsibility to provide disability documentation and request accommodations and services. The Family Educational Rights and Privacy Act also prevents our office from sharing information with parents unless you sign a release giving us permission to do so.

## **Will my instructors or advisors know about my disability?**

The DSS office will maintain a confidential file with official documentation of your disability. Access to this information is strictly limited. The College will provide you with a DSS Instructor Notice, which you will present to your instructors after your request is made. This notice contains no specific information about your disability, and there is no need for you to discuss your disability with any of your instructors. If an instructor inquires about your disability, please refer him or her to the DSS Office, and then notify the DSS Office.

