



Welcome to Gateway Technical College

Deaf/Hard of Hearing Services Student Handbook

We provide services for Deaf/Hard of Hearing students on all Gateway campuses and centers: Racine, Kenosha, Burlington and Elkhorn.

OUR MISSION STATEMENT

Through bilingual instruction using ASL and signed English, as well as a variety of academic techniques by licensed, proficient Interpreters, students will gain confidence and independence in an equal access learning environment. Students will learn how to navigate through Gateway's abundant resources, allowing them to excel at the fundamental skills needed to reach their educational goals.

Information compiled and translated by Gateway Technical College Disability Support Services, Deaf/Hard of Hearing Department.



08/15-AkR-xxx

Equal Opportunity Employer and Educator.

Gateway Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director, Human Resources; 3520 30th Avenue, Kenosha, Wisconsin 53144; 262-564-3220.

Equal Opportunity Employer and Educator

Empleador y educador que ofrece igualdad de oportunidades

Support Services

We offer a wide range of services depending on your needs:

- Sign Language Interpreters (ASL, English, or Oral Interpreters)
- Notetakers
- Tutoring
- Test Accommodations
- Assistive Listening Devices
- C-Print Captionists
- UbiDuo Communication Devices

All Interpreters hold State of Wisconsin Licenses.

For Information or to Get Started with Disability Support Services, (DSS)

Contact the Deaf/Hard of Hearing (D/HH) Specialist, or stop at the DSS office on your campus, located at each Learning Success Center, (LSC).

Racine: Lake Building, L100

Kenosha: Academic Building, A111

Elkhorn: North Building, N208

gtc.edu/disability-support-services

The D/HH Specialist can be reached by phone, email, or text message at the following:

Lisa Sadowski, D/HH Specialist

Office: 262-564-2564

Text: 262-960-1931

Email: sadowskil@gtc.edu

711 Relay

Communication

Deaf/Hard of Hearing students are encouraged to seek out their specialist whenever they have a question or an issue that needs resolution. The D/HH Specialist can meet you at any campus location. Students are encouraged to make appointments in advance. Walk-ins are welcome, but availability is not guaranteed. An email or text message ahead is recommended.

Program Eligibility

To receive services through the DSS/Deaf/Hard of Hearing Department, the following documentation is required:

Hard of hearing students: An updated (not more than 2 years old) audiogram.

Deaf students: Are eligible by attending a state deaf school, or mainstream school with interpreting services.

Students will be required to meet with the D/HH Specialist for a pre-term appointment to review accommodations and discuss student and Interpreter responsibilities.

Requesting Services

Please contact the D/HH Specialist as soon as you know an interpreter will be needed for any Gateway appointment, meeting or workshop. Although we try, we may not be able to fill last minute requests.

Registration Assistance

All participants will benefit from academic advising and course selection assistance. The D/HH Specialist will encourage students to meet with their assigned Academic Advisor for advice on course selection each term.

Financing College

The D/HH Specialist will assist students in finding ways to fund their college career at Gateway Technical College, including:

- Filing the Free Application for Federal Student Aid (FAFSA) every year in January (or as soon as possible after you file income taxes)
- Applying for Gateway Foundation Scholarships through the Gateway website
- Applying for assistance through Department of Vocational Rehabilitation (DVR)

FAFSA

- Complete a FAFSA application between January and April each year for the following summer, fall and spring terms.
- Log on to www.fafsa.gov
- Create a FSA ID and password.
- You will need tax documents from the previous year.
- Gateway's school college code: 005389

Once you have applied for Financial Aid, it is your responsibility to check WebAdvisor often for additional information to complete your application and to verify award acceptance.

WebAdvisor: Log in under the blue student tab. Enter your Student ID number and Password to review the following:

- **Communication Tab:** Click "My Documents." A blank space means more information is needed.
- **Financial Aid Tab:** Click on the F/A Tab to find your award letter.
- **Loans:** Before accepting loans, see your F/A Specialist to be sure you understand all loan rules .

Signing up for classes

- It is your responsibility to notify the D/HH Specialist immediately upon registering or dropping classes each term.
- You must email or drop off a copy of your schedule to the D/HH Specialist to ensure services are setup in a timely manner.

Class Attendance

It is your responsibility to contact your Interpreter or the D/HH Specialist at least 2 hours before a class to cancel. Please realize some Interpreters travel several miles to attend your class. A 24 hour notice is preferred.

If you do not notify the Interpreter, he or she will wait 15 minutes for a 1.5 hour class and 20 minutes for any class lasting more than 1.5 hours. If you arrive more than 15 minutes late, and you do not contact the Interpreter within the 15 minute timeframe to inform them of your late arrival, the Interpreter will leave class. You will not have services for that class.

If you do not show for three class periods without contacting the Interpreter or D/HH Specialist, you may lose services until a meeting is setup with the D/HH Specialist to discuss your goals.

Term Accountability

- Each term, the D/HH Specialist will meet with you to discuss classes. This is your opportunity to address your program progress and any questions or concerns you have.
- You will be asked to complete a survey regarding your classroom experience during the term. You are encouraged to fill this form out and provide feedback.
- Interpreters will complete a survey regarding their classroom experience during the term.

Notetaking

Notetaking is available in the classroom for all deaf or hard of hearing students. This accommodation is requested at the pre-term meeting. Students receiving this service must attend class regularly. Two consecutive absences can suspend note taking services.

If the notetaker is not taking sufficient notes, or is often absent, let us know. We may assign a new notetaker for you.

Tutoring

Students are responsible for requesting tutoring services to the D/HH Specialist.

Requests for tutoring services should be submitted to your D/HH Specialist at the start of the term or as soon as possible throughout the term.

Tutoring is scheduled with an interpreter or with the LSC Tutoring Staff and an Interpreter

- Tutoring services should be scheduled ahead of time, unless open tutor hours are available.
- If cancelling tutoring, you are asked to notify your Interpreter/tutor or the D/HH Specialist at least 24 hours but not less than 2 hours prior to a tutoring appointment.
- An Interpreter will wait for 15 minutes from your scheduled tutoring time. At that time, the Interpreter will leave or assist other students. You will lose your tutoring for that session.
- If you do not show for two tutoring sessions, without contacting the Interpreter or D/HH Specialist, you may lose services until a meeting is setup with the D/HH Specialist to discuss your schedule.

All students will be required to sign a Tutoring Agreement at each pre-term meeting.

Testing Accommodations

If the Accommodation Form is on file regarding test taking, a student can test in DSS.

- Complete a Test Request Form and deliver it to your instructor at least one week prior to the date of the exam (These forms are located with the D/HH Specialist or any DSS Instructor).
- Tests will start at designated time and be administered according to the instructor's instructions.
- Your test will be sent to the Disability Support Instructors on your campus.
- Extended time means 1.5 times the original test time.
- Electronic devices are not allowed in the testing rooms.
- You are allowed an Interpreter with you for most tests, if noted on the Accommodation Form.
- Interpreters are allowed to sign information for clarification only, unless otherwise instructed by the D/HH Specialist or the Disability Support Instructors.
- Interpreters cannot sign information that would imply or lead to any answers.

If you do not show for a scheduled test date, you must contact your instructor and request a new test day.

Workshops

We encourage all students to attend the free workshops offered by Gateway Technical College at all campuses. Interpreting services will be provided, if you provide notification. Workshops are available each term and include: *Study Skills & Test Taking Strategies / Time Management / Completing FAFSA / Student Finance / Visualizing Your Goals/Writing Skills / Career Exploration / Job Seeking Skills / Online Learning and more!*

Multicultural Program

The Multicultural program continuously strives to provide opportunities that will assist in the development of students' academic and career potential. The program provides students with one-on-one support, mentoring, workshops, leadership development, career readiness, campus and community resources, scholarships, job fairs, and tutoring.

Contact the Multicultural Program for support and assistance:

Kenosha: Juliani Bayan • 262-564-2546 • bayanj@gtc.edu

Racine: Jomarie Coloriano • 262-619-6440 • colorianoj@gtc.edu

Elkhorn/Burlington: Mary Xiong • 262-741-8032 • xiongmg@gtc.edu

TRIO

TRIO can assist students in various aspects of their education, including a transfer to a four-year college program. They offer you the opportunity to attend workshops and join Team Exceed. To become involved in TRiO, please contact:

Racine: Debbie Hilker • hilkerd@gtc.edu

Kenosha: Theresa Barry-Watson • barry-watson@gtc.edu

Elkhorn: Kathy Saunders • saundersk@gtc.edu

Step Up Program

Gateway's Step UP program supports individuals who have worked in the home for a substantial number of years providing unpaid household services for family members and who meet specific criteria. Services include case management services, instructional workshops, professional networking opportunities, cover letter and resume assistance, and job search assistance. To see if you qualify, contact:

Ken Riley • 262-619-6450 • rileyk@gtc.edu

Planning/Employment Services

Career assessment tools are available for students nearing graduation. We encourage you to meet with a Gateway Career Counselor, available on each campus, for career counseling, as well as other services to prepare you for a job search.

Student Support Counselors

Life gets overwhelming sometimes. Gateway has counselors on staff offering free counseling for all students. They are available to assist you with any concerns you have in your personal or educational life. If you are in need of professional assistance in any of these areas, please call 1-800-247-7122 to set up an appointment with:

Racine: Katie Lohre

Kenosha: Nicole Gustafson-Binger

Elkhorn: Vicki Wahler

Acknowledgement Page

I have read this student handbook and agree that I will follow the necessary guidelines for interpreting services, class attendance, and tutoring.

Student Name:

Student ID#:

Program:

Student Signature:

Date:



Information compiled and translated by Gateway Technical College Disability Support Services, Deaf/Hard of Hearing Department. August 2015.