

Policy Number: LODS Policy 4.00
Department: Disability Services
Subject: Accessibility
Date: July 19, 2010
Policy for: Office of Disability Services-Lancaster Campus
Procedure for: Office of Disability Services-Lancaster Campus
Authorized by: Walt Collins
Issued by: Office of Disability Services

I. Policy

Students with disabilities who need assistance with campus access should register with the Office of Disability Services (ODS). The ODS will work with students and appropriate campus departments to address accessibility concerns. These concerns may include, but are not limited to, classroom access, building access, use of desks and tables, handicapped parking, and navigation of outdoor areas.

II. Procedure

Students with physical disabilities who have access concerns should submit their concerns in writing to the ODS. Students may e-mail the request to lancods@mailbox.sc.edu, or students can send a letter to PO Box 889 Lancaster, SC 29720, ATTN: Office of Disability Services. Letters may also be hand delivered to 123a Starr Hall. Students may call the Office of Disability Services at 803-313-7448 to report an access concern, but the student will be asked to also put the concern in writing.

Classroom Access:

Students registered with the ODS who have access concerns should view each classroom prior to registering for classes each semester. Early registration will allow students with disabilities to schedule their classes in rooms that are accessible. If a student's class is not accessible, the student should contact the ODS to report access concerns. If necessary, the class location may be moved. Early identification of access issues is vital in ensuring that the concern is addressed in a timely manner.

Accessible Desks:

If a student registered with the ODS determines that the desks in his/her classroom are not accessible, he/she may request an accessible desk by calling the OSD at 803-313-7448, or e-mail the ODS at lancods@mailbox.sc.edu. Desks should be requested at least two weeks prior to the first day of class to ensure that there is enough time to locate and set up an accessible desk. If there are any issues with the accessible desk provided by the ODS, the student is responsible for reporting the issue to the ODS.

Handicapped Parking:

A student who has a valid, current handicapped tag issued in his/her name may use any handicapped space on campus. It is the student's responsibility to ensure that the tag is current, prominently displayed, and issued to the student using the space.

Use of Elevators:

If a disabled student needs to use an elevator that is out of service he/she should call the Maintenance and Security Office at 803-313-7085. If no one is available, he/she should call the Switchboard at 803-313-7000 to report the problem.