



## SEWARD COUNTY COMMUNITY COLLEGE

1801 N. Kansas Ave., P.O. Box 1137, Liberal, KS 67905-1137 ☎ 620-624-1951 or 1-800-373-9951

### ARRANGING ACCOMMODATION SERVICES

- Turn in Student Accessibility Services Request form to the Student Success Center of Seward County Community College. A 149 in the Hobble Academic Building.
- Submit documentation of your disability that supports your requested accommodation services
- Discuss your approved Individualized Accommodation Plan with staff within the Student Success Center. It is very important that you schedule a time to meet as early as possible before the semester starts, in order to make sure your services are in place by the time classes begin.
- Meet with all of your instructors prior to each semester to discuss your specific needs for their course. Print and give them a copy of your Individualized Accommodation Plan. If you need assistance with this, ask the Student Success Center staff for help.
- Notify the Student Success Center staff right away if you change your schedule as this could affect the access to your accommodation services.
- Alert the Student Success Center as soon as possible if any problems arise with using your accommodation services.
- Please visit with the following people for your accommodation services:

#### Submitting Materials and General Questions:

Annette P. Hackbarth-Onson  
Dean of Students  
[annette.hackbarthons@sccc.edu](mailto:annette.hackbarthons@sccc.edu)  
620-417-1106

#### Testing accommodations

Patsy Fischer  
Advising Coordinator  
[patsy.fischer@sccc.edu](mailto:patsy.fischer@sccc.edu)  
620-417-1041

#### Tutoring

Frances Brown  
Director of Student Success Center  
[frances.brown@sccc.edu](mailto:frances.brown@sccc.edu)  
620-417-1300