



Disability Services Office

Location: Harris & Betts Smith Learning Center in the Academic Success and Advising Center

Phone: 908-852-1400 ext. 2168 Fax: 908-979-4277 Email: dso@centenaryuniversity.edu

Office Hours: Monday-Friday 8:30am-4:30pm

DSO website: <http://www.centenaryuniversity.edu/academics/disability-services/>

Mission

In order to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), the mission of the Disability Services Office (DSO) is to provide access to Centenary University's facilities and programs. This is done through a range of reasonable accommodations and support services to identified members of the community that experience disabilities. The office also strives to serve as a liaison and resource to the members of the Centenary University community regarding disability issues.

Support for Students with Disabilities

The Disability Services Office works closely with eligible students to arrange for reasonable academic accommodations and assistive technology, which will afford each student the opportunity to participate fully in Centenary University's services, programs, and activities. Staff members assist students with developing learning strategies and provide counseling for disability related issues.

Application Process and Document Submission for Accommodations

Students who are requesting accommodations through the Disability Services Office, but are not interested in intensive support services, should use the Application for Accommodations which is available at <http://www.centenaryuniversity.edu/academics/disability-services/> or can be mailed upon request by contacting the Disability Services Office at 908.852.1400 ext. 2251 or 2168. The application must be accompanied by documentation which outlines the disability for the requested accommodations.

Documentation:

- In order to assess the current impact on academic functioning, documentation should be recent.
- Testing should have been conducted within the past three years.
- Documentation must be comprehensive and contain a diagnostic statement identifying the disability and establishing clear evidence of a significant impact on academic function.
- Requested accommodations must be relevant to the disability.
- Documentation must be prepared by a medical or other licensed and credentialed professional whose professional credentials should be matched with the disabling condition.

Since reasonable accommodations and special services are based upon assessment of the current impact of the student's disabilities on academic performance, it is in the student's best interest to provide appropriate documentation. **For specific questions regarding documentation, contact DSO for guidelines.**

Review Process:

Once all documents have been received, the Director of Disability Services will review all of the submitted information. Applicants may be contacted to clarify information on documents or be asked to visit campus for an interview. Upon completion of the review the student will be notified via email.

The Disability Services Office also offers two intensive support programs, Project ABLE and STEP Ahead, which are specifically designed to support students with mild emotional and learning disabilities.

Students applying for full-time admission can choose to apply for Project ABLE and STEP Ahead at any time during the application process. In most cases, a decision of admission is determined independently of application to Project ABLE and/or STEP Ahead. In some cases, when students are not considered otherwise qualified for admission, they may be able to seek admission to Centenary University by affirming their enrollment and participation in one or both of the intensive learning support programs. **To apply for Project ABLE** (with or without STEP Ahead) complete the application for intensive support services posted on the Disability Services Office website and submit along with the required documentation (<http://www.centenaryuniversity.edu/academics/disability-services/>).

Project ABLE

Academic Bridges to Learning Effectiveness

Project ABLE is an educationally based, comprehensive learning support program designed specifically for students with psychological, learning, and neurological differences. The purpose of the program is to provide a "bridge" between the structured and sometimes modified secondary-school setting to the predominantly self-directed college environment. This is accomplished through the creation and implementation of a student-centered success plan developed collaboratively with a Learning Support Specialist that includes the use of accommodations and services. Centenary University does not modify its curriculum for students with disabilities; however, Project ABLE compliments a tradition of personalized, quality education which creates a high potential for a successful transition. Project ABLE is a fee-based program and the fee is billed per semester. Students are given an opportunity to re-enroll or opt out of the program each semester. Students wishing to opt out of the program must do so in writing and are reminded via email to do so before the start of each semester.

Project ABLE Emphasizes:

- Personal responsibility
- Self-advocacy
- Independence
- Remediation of study skills and techniques
- Development of self-help skills
- Personal reflection

Project ABLE Services Include:

- Individual weekly meetings with a Learning Support Specialist
- Specific seminars & activities
- Access to professional tutors trained in disability issues
- Group counseling (Bridges group)
- Close academic monitoring
- Disability issues counseling

STEP Ahead

Summer Transition and Enrichment Program

The STEP Ahead Program at Centenary University is an intense four-week residential pre-college program held during Summer Session I for incoming Freshmen enrolled in Project ABLE. It is designed to enhance the development of a student's self-advocacy, independence, interpersonal and academic skills. The primary goal of the STEP Ahead Program is to appropriately prepare the student for college level work. Enrollment is limited to 12-15 students who have learning differences that affect academics and whose educational background indicates a need for basic skills remediation, developmental education, or specialized supported challenges designed to address academic, social, and emotional concerns. Admission to the program is limited to those students who have been accepted for and intend to enroll at Centenary University in the fall semester. In some cases, participation may be a requirement of an offer of admission.

STEP Ahead presents the opportunity to:

- Earn credits toward graduation
- Develop the skills needed to succeed at the post-secondary level
- Interact with members of the faculty
- Experience living & studying on campus
- Establish relationships with staff and peers
- Remediate areas of weakness and hone strengths
- Familiarize oneself with campus resources & offices

STEP Ahead offers:

- The ability to create a personalized success plan
- A professional student-centered staff
- Appropriate college level and developmental coursework
- Specific seminars & activities
- Access to professional tutors trained in disability issues
- An opportunity to realize your true potential!