

LEADS



STATEN ISLAND COMMUNITY COLLEGE
CITY UNIVERSITY OF NEW YORK

TABLE OF CONTENTS

Address	1
Introductory	2
Special Services and Programs	
Advocate-Counselor	2
Pre & Post Admission Counseling & Advisement	3
Priority Registration	3
Testing	3
Orientation	3
Classroom Accessibility	4
Readers	4
Career & Educational Development Course	4
Physical Education	4
Internship	5
Financial Aid	5
Student Organization for Disabled	6
Facilities	
Ramps	7
Elevators	7
Inventories	7
Telephones	7
Health Center	8
Library	8
Basic Listening Room	8
Bookstore	8
Language Lab	8
Reserved Parking	9
How Do You Get There from Here	8-13
Learning Tools Center	
Office of Vocational Rehabilitation	13
Employment Service for the Disabled	13
Library for the Blind and Physically Handicapped	14
Handicapped	14
Javier Society for the Blind	14
Muscular Dystrophy Association	14
Special Equipment - New York Telephone Co.	14

STUDENT HANDBOOK

FOR

DISABLED STUDENTS

AT

SICC

1975-1976

This handbook was written by Mr. John Brennan as a project for the Career & Educational Development Index-Readers Study, October, 1975.

Sincere appreciation is extended to Mrs. Lorraine Burns of the AID Center, for her help in the typing and preparation of this project.

TABLE OF CONTENTS

Address	1
Introduction	2
Special Services and Programs	
Advocate Counselor	3
Pre & Post Admission Counseling & Advisement	3
Priority Registration	3
Testing	3
Orientation	4
Classroom Accessibility	4
Readers	4
Career & Educational Development Course	4
Physical Education	4
Internship & Workstudy Aides	5
Tutoring	5
Financial Aid	5
Student Organization for the Disabled	6
Facilities	
Ramps	7
Elevators	7
Lavatories	7
Telephones	7
Health Center	8
Library	8
Music Listening Room	8
Bookstore	8
Language Lab	9
Reserved Parking	9
How Do You Get There from Here	9-13
Learning Town Crier	
Office of Vocational Rehabilitation	13
Employment Service for the Disabled	13
Library for the Blind and Physically Handicapped	14
Xavier Society for the Blind	14
Muscular Dystrophy Association	14
Special Equipment - New York Telephone Co.	14

This handbook was written by Mr. John Brennan as a project for the Career & Educational Development Independent Study, Spring, 1975.

Sincere appreciation is extended to Mrs. Lorraine Burns of the AID Center for her help in the typing and preparation of this project.

INTRODUCTION

The title of this handbook is LEADS, an acronym standing for Listings and Explanations to Aid Disabled Students. LEADS is intended to help you save time and avoid confusion.

In it you'll find the answers to such "traditional" college questions as: How late is the bookstore open? Where's the cafeteria? Who should I go to for advice? In addition to these, there are also answers to questions of special interest to disabled students. For example, can I get to classrooms on the College's upper floors in my wheelchair? Are there any special facilities on campus for the disabled, any special programs?

Leads to a variety of helping services at SICC are presented on the following pages. But it's up to you, the student, to follow them and to use them to your best advantage.

(N.B. Due to new construction on the Learning Town site, which was scheduled to begin as this handbook went to press, the locations and phone numbers of some College offices might differ from those listed. A quick check with the SICC Information Service (390-7733) will bring you up-to-date with any last minute changes.)

PART I.SPECIAL SERVICES AND PROGRAMS

SICC's disabled students are encouraged to be as independent as possible. Disability-related problems affecting your academic progress do sometimes occur. In an effort to offset or minimize these problems, the college offers the following services and programs:

A) ADVOCATE COUNSELOR FOR THE DISABLED STUDENT

Prof. Jerrold I. Hirsch of the CHOICE/AID Center coordinates all services, programs, and activities designed to help you reach your educational and vocational goals. He's your primary resource person on campus. If you have any questions about any of the information contained in this handbook, or if you have any problems you'd like to discuss, Prof. Hirsch is the one to see. During construction of the new Learning Town facilities, his office will be located in Room B-201B. He's there Monday through Thursday, from 9 A.M. to 5 P.M., or you can reach him by phone at 390-7872. His secretary is Mrs. Lorraine Burns.

B) PRE AND POST-ADMISSION COUNSELING & ADVISEMENT

You can avail yourself of counseling and advisement anytime you need it at SICC, even before actually becoming a student should you happen to be contemplating that move. Whenever possible, it would be best if you phoned the Advocate Counselor's office to schedule an appointment.

C) PRIORITY REGISTRATION

Registering for courses at the beginning of each semester can be difficult for those with a severe disability. For that reason, "priority registration" can be arranged for eligible students. Ask the Advocate Counselor for more information about this important service.

D) TESTING

All matriculated students must take placement tests as part of the pre-registration procedure for freshmen at SICC. You can get assistance in taking these tests.

E) ORIENTATION

Special orientation sessions for new students are conducted just prior to the beginning of each semester. In addition to a more elaborate presentation of much of the material covered here, guest speakers from government and community agencies serving the disabled are on hand to share their expertise. Key personnel from the college's faculty and administration also participate. You will be notified by mail about the date and time of these orientation sessions.

F) CLASSROOM ACCESSIBILITY

Some classrooms at SICC - those in Building J & K for example - are less accessible than others. Disabled students, especially those in wheelchairs, shouldn't refrain from registering for courses assigned to these rooms, however, as the courses can be moved to other, more accessible rooms. Be sure, though, that you inform the Advocate Counselor about the need for a room change no later than 5 days after the first day of classes. If you can do it before classes start, so much the better.

G) READERS

Readers for blind students are available. Make your need for this service known as far in advance as possible, as it will greatly assist those involved with providing it.

H) CAREER AND EDUCATIONAL DEVELOPMENT COURSE

This is an independent study course taught by Prof. Jerrold I. Hirsch. Disabled students seek to define, within small group settings, their vocational and educational goals. Worth 3 credits, the course itself consists of self-exploration, individual and group conferences, field trips, guest lecturers, film showings, readings, and a relevant project chosen by the individual student.

I) PHYSICAL EDUCATION

Although disabled students can be excused from taking the required 2 credits in physical education courses, they don't have to be. The college's Physical Education Department now offers specialized courses tailored to the needs of each disabled student, while

at the same time taking into consideration his or her physical limitations. The emphasis here is on individualization. For more details, contact Mr. Evan Pickman in Room D-105, or phone him at 390-7612.

J) INTERNSHIP & WORKSTUDY AIDES

The nature and extent of one's disability determines the type of assistance one needs. A quadraplegic, for example, unable to use his legs or arms, might need someone to push his wheelchair from one classroom to another, or help him eat lunch. A blind student, on the other hand, might require help using the Library's audio equipment. To meet these and other individual problems, the AID Center has initiated an Internship Aide Program in cooperation with the Department of Nursing. What this means to the disabled student, basically, is that an advanced Nursing student will be assigned to assist you on campus. (Workstudy students are also available for this purpose.)

K) TUTORING

SICC provides a wide variety of tutorial services. They're open to all students attending the college, of course, not just the disabled. But the latter should be aware of their availability. The Biology Auto-Tutorial Learning Center, the Math Center, and the Reading & Study Skills Center are just three of the many locations in which you can be tutored. For a complete listing, inquire in the CHOICE Center, Room A-141.

) FINANCIAL AID

Many disabled students are unaware that there exists a wide variety of financial assistance programs, and, more importantly, that they qualify for them. To find out if you're eligible, visit the college's Financial Aid Office, which is located in the basement of Building C. Anything you discuss will, of course, be kept in the strictest confidence. In the meantime, ask for a copy of the brochure, A Guide to Financial Aid at SICC. Call them at 390-7760. You've nothing to lose and much to gain.

PART II.

STUDENT ORGANIZATION FOR THE DISABLED

The Student Organization for the Disabled is one of the many chartered clubs at SICC. Membership in it is open to all interested students and faculty.

The SOD serves many purposes, not the least of which is sensitizing the entire college community to the educational, vocational, and social needs of the disabled. One way it does this is by appointing two of its student members to serve as representatives on SICC's Advisory Board for the Disabled. The latter is a faculty and administration committee charged with the responsibility for advisement in this area, and formulating plans and making recommendations regarding the college's overall program for the disabled. Another way it does this, of course, is by collectively demonstrating to the college community that it's an individual's ability, not disability, that counts.

In addition to contributing to the future of all disabled students at SICC, the SOD also offers persons with similar, as well as dissimilar, interests an opportunity to get together and rap about ideas, goals, feelings, experiences, and the like. If recreation's your "bag," we're into that too. The club has gone to a number of very enjoyable theatre parties in Manhattan, and has also held its first annual summer cookout.

Care to join? If so, drop in at the SOD's Lounge any Wednesday during club hours. You'll find it in Room C-145. Or contact the club's faculty advisor, Prof. Gordon DiPaolo, by phoning him at 390-7727.

PART III.

FACILITIES

This section of the handbook contains information about SICC's special facilities for the disabled, as well as hints on how the disabled can more easily use the facilities available to the college community at large.

A) RAMPS

Ramps at key locations around the campus, plus ground-level building entrances, make our college one of the most wheelchair-accessible in the CUNY system. The main ramp is situated at the edge of the quadrangle, not far from the flagpole. Another important one can be found at the end of the paved walkway running between Buildings A and H, diagonally across from Building J's front entrance. There are also ramps leading to Building J's rear entrance and Building K's front entrance. The latter is steeply inclined, however, and caution is advised.

B) ELEVATORS

The upper floors and basement classrooms of the college's main buildings are all accessible by elevators. These are located in Buildings A, B, and E. (The elevator in Building E, which you would use to reach the basement of Building D, is actually a freight elevator. See Section IV, HOW DO YOU GET THERE FROM HERE?) A special key is needed to unlock the elevator doors. It can be obtained at the Buildings & Grounds Office, B-122. A deposit of 50¢ is required. Another word of caution: the elevator doors remain open a very short period of time. When entering and exiting, tarry not!

C) LAVATORIES

A special lavatory for the disabled, with ample space to maneuver a wheelchair, has been set up in Room B-109. As with the elevators, you'll need a key to unlock the door. This is also obtainable, for a \$1.00 deposit, from the Buildings & Grounds Office, Room B-122. In most but not all of the other lavatories you'll find one stall equipped with an extra-wide door, grab bars, and a raised toilet.

D) TELEPHONES

Public telephones are available in each of the college's main buildings. Several of these have been installed at wheelchair level, and have touchtone buttons instead of the usual dial.

E) HEALTH CENTER

In addition to its regular services, which are listed in the SICC catalogue, the College Health Center offers other kinds of help to the disabled. For example, if fatigue is one of your problems, they have cots on which you can rest between and/or after classes. If you have medicine which must be refrigerated, they'll store it for you. If you have any medical problem at all, in fact, feel free to drop in and discuss it. The Center's personnel are ready to help you in any way they can. Walter Rothman, M.D., is the college physician. Dr. Paul H. Davis is the college psychiatrist. Mrs. Marylou Valero, R.N., is the nurse in charge. The Health Center, open from 8 A.M. to 10 P.M. on days classes are in session, is in Room D-136. The phone number is 390-7561.

F) LIBRARY

To enter the library, which is in Room A-200, you have to pass through a door that's hinged to swing either forward or backward, then through a turnstile. For those in wheelchairs, there's a gate that opens toward you as you enter. A staircase leads to the library's upper level, but wheelchair users and others can also get up there by riding Building A's elevator to the 3rd floor and cutting through the Music Listening Room, which is in Room A-310. La Gallerie, a small exhibition hall, is located toward the rear of the library's upper level. If you're in a wheelchair, you might have to push a little furniture out of your way to get to it. You'll need your college I.D. card to take books out of the library, as well as to obtain earphones for use with the audiovisual equipment housed there. If you need help in getting books or other printed matter, your best bet is to ask at the reference desk. The library puts out an excellent handbook of its own, which tells you of its many services and how best to use them. Be sure to pick up a copy early in the semester. The library's phone number is 390-7698.

G) MUSIC LISTENING ROOM

A great place to relax. Present your college I.D. card, receive a pair of earphones, and choose your listening pleasure, be it classical, jazz, folk, rock, or popular music. Spoken word recordings are also available. It's in Room A-310, phone 390-7693.

H) BOOKSTORE

The bookstore is located in Room C-104. It's possible for a student in a wheelchair to enter it. Once inside, however, a turnstile prevents you from getting over to where the textbooks are actually sold. If you have a

narrow wheelchair, and if the store isn't too crowded. (which it usually is during the first two weeks of classes) you can circumvent this barrier by wheeling your way between the two cash register counters to the left of the entrance. The only alternative to this is to ask for help in buying your textbooks. The bookstore is open Monday through Friday, from 8:45 A.M. to 4:45 P.M. and, during the first two weeks of school, from 6:00 P.M. to 8:30 P.M. Phone 390-7564.

I) LANGUAGE LAB

The Language Lab, in Room A-315, consists of several rows of booths, each booth containing a tape recorder. Wheelchairs will fit only into those booths at the end of each row. Also, if you have your own cassette recorder and would like to tape lab sessions, this can be done. You must, of course, supply your own cassettes and patch cord. The Lab's phone number is 390-7509.

J) RESERVED PARKING

On-campus parking is extremely limited. However, there are spaces reserved for the disabled. To get one, you must inform the Advocate Counselor who in turn notifies the Security Office, Room A-109. There is a fee of \$6.00 per semester for Day Session students, and \$4.00 per semester for Evening Session students.

PART IV.

HOW DO YOU GET THERE FROM HERE?

The purpose of this section of the handbook is to provide you with directions for finding your own way around the college. Although helpful to any new student, it's aimed primarily at wheelchair users, who must, because of architectural barriers, occasionally follow circuitous routes to and from various locations. The listing is arranged alphabetically, first by Buildings, then by Rooms and Offices.

A, B, and C Buildings - These three buildings are all accessible by wheelchair from the quadrangle.

D and E Buildings - You can enter these two buildings by wheelchair only after first passing through C Building.

H Building - This is the one story structure adjacent to the Ocean Terrace gate. It has two entrances, one of which is wheelchair-accessible. To get to it, wheel yourself to the front of the quadrangle, turn left, and follow the paved walkway straight ahead. Bring a strong friend, it's uphill all the way!

J Building - Go to the front of the quadrangle, turn left, and follow the paved walkway halfway up the hill. Turn left onto the walkway running between A and H Buildings and follow it all the way to the ramp at its end. Down the ramp, along the driveway, and up another ramp will bring you to J Building's rear, ground-level entrance.

K Building - Follow the same route that you would to get to J Building, but continue about 100 feet farther along the driveway. K Building's front entrance is ramped.

AID Center - B-201B

Advocate Counselor's Office - B-201B, Prof. Jerrold I. Hirsch.

Bookstore - Enter C Building from the quadrangle via the doors farthest from the flagpole. Go straight across the lobby and through the first set of double doors lying ahead of you. The bookstore will be on your immediate right in Room C-104.

Buildings & Grounds Office - Enter B Building via the main entrance. Turn right. Go through the double doors, then immediately turn left and head down the corridor. At the far end of the corridor turn right, go through another set of double doors, and turn right again into Room B-122.

Bursar - Enter Building A via the doors nearest the flagpole. At the corridor turn left. Go about fifteen feet. The Bursar will be on your left in Room A-145.

Cafeteria - The cafeteria occupies all of E Building. To get to it, enter C Building via the doors farthest from the flagpole. Cross the lobby, go through both sets of doubledoors lying ahead of you, then turn right at the corridor intersection beyond them. At the end of this corridor, to the right, is the cafeteria's entrance. To avoid a turnstile, wheelchair users should stay to the right of the divider railing.

CHOICE Center - Enter A Building via the doors nearest the flagpole. Turn right. CHOICE is directly in front of you in Room A-141.

Elevator, A Building - Enter A Building via the doors farthest from the flagpole. Zig to the left at the corridor, go about 15 feet, then zag to the right and through the doubledoors. Follow this corridor practically to the end, then turn right and stop. The elevator is on your left.

Elevator, B Building - Enter B Building via the main entrance. Turn right. Go through the doubledoors and continue straight ahead to the end of this corridor, where you'll find the elevator on your right.

Elevator, E Building - This is actually a freight elevator and riding it is often difficult. However, if you're in a wheelchair and must get to the Financial Aid Office or Building D's basement classrooms, you have no recourse but to use it. Follow the same route that you would to get to the cafeteria. But just before reaching the latter's entrance, you'll see, on the righthand side of the corridor, a pair of heavy doubledoors marked E-102. Go through them. The freight elevator will be on your right.

Financial Aid Office - First, phone ahead and let them know you're coming in a wheelchair. This is important. Next, ride Building E's elevator to the basement. You'll exit into a storeroom. Leave it by the door on your left. Out in the hallway, turn left, and go about 20 feet to Room C-1. Pound on the door vigorously! (If you can manage a flight of stairs, the Financial Aid Office can also be entered through the door to the immediate right of the bookstore.)

Health Center - The Health Center is in D Building. To get to it, enter Building C via the doors farthest from the flagpole. Go straight across the lobby, through both sets of double doors, and straight across the corridor intersection beyond them. The Health Center will be on the righthand side of the corridor, in Room D-136.

Language Lab - Ride Building A's elevator to the 3rd floor. Turn left when you exit and go through the double doors. The lab will be on your left in Room A-345.

Lavatory for Disabled - Enter Building B via the main entrance. Turn right. Go through the double doors, then immediately turn left. Halfway down the corridor, you'll come to the lavatory. It will be on your right, Room B-109.

Library - Ride Building A's elevator to the 2nd floor. When you step out, zig to the right, zag to the left, and go all the way to the end of the corridor. Turn left and you're facing Room A-200.

Music Listening Room - Ride Building A's elevator to the 3rd floor. When the doors slide open, you'll be staring at the Music Listening Room, which is Room A-310. Knock on the door, as it's always locked.

Physical Education Dept. Enter Building C via the door nearest the flagpole. Go straight across the lobby and through the double doors on the other side. Continue going straight, past the Student Government Office, past the corridor intersection, and past the bank of lockers lining this corridor of D Building. Go through the double doors just ahead, then immediately turn left into Room D-105.

President's Office - Ride Building A's elevator to the 2nd floor. When you exit, turn left, go through the double doors and all the way to the end of the hall. Then turn right. The President's Office is at the end of this hall, in Room A-231.

Registrar - Enter Building A via the door nearest the flagpole. Turn right at the corridor. Then turn left just in front of the CHOICE Center and go through the double doors. The Registrar will be on the righthand side of this corridor in Room A-127.

SOD Clubroom - Enter Building C via the door nearest the flagpole and go straight through the doubled doors on the opposite side of the lobby. The Clubroom will be on your righthand side, just before the corridor intersection, in Room C-145.

Student Government Office - Follow the same route that you would to get to the SOD Clubroom. The Student Government Office will be on the lefthand side of the corridor, however, in Room C-132.

PART V.

THE LEARNING TOWN CRIER

Hear ye! Hear ye! This final section of the handbook deals with off-campus agencies, both government and community, which have been set up to help the disabled. They're being included here because, while some people might be aware of their existence and the services they provide, others might not be. All too often, unfortunately, the latter is true. The purpose of this section, then, is to "spread the word."

1. If you're disabled, a substantial part of the cost of your education at SICC might be borne by the Office of Vocational Rehabilitation. This is a federally-funded state agency which was established to "develop, improve, or restore a handicapped person's ability to work." Being able to work at some jobs requires a college degree. Hence OVR's involvement in this area. It should be noted that you have to meet certain eligibility requirements to obtain the agency sponsorship. Before applying to OVR, a discussion with the Advocate Counselor would be in order.

2. You should know that the New York State Department of Labor has within it a special bureau to help you with job-hunting. It's called the Employment Service for the Disabled.

3. The Library for the Blind and Physically Handicapped provides free talking book machines and recorded books to those who qualify. Eligibility requirements state that you must be either legally blind or that your disability prevents you from reading regular printed material. (For example, lacking the use of your hands would hinder your holding a book.) The Library for the Blind and Physically Handicapped is located at 166 Avenue of the Americas, New York, NY 10013. The telephone number is 925-1011. Further details can also be obtained at any Public Library, including SICC's.

4. According to one of its brochures, the Xavier Society for the Blind, "keeps up to date the National Textbook Index" which it founded 15 years ago "for pooling all information on what textbooks are available in transcribed form anywhere in the United States for the visually handicapped." The Society's address is 154 E. 23rd Street, New York, NY 10010. Phone is 473-7800.

5. If your disability is Muscular Dystrophy or a related neuro-muscular disease, the Staten Island Muscular Dystrophy Association will help you with the expenses you incur getting to and from school. If your cab fare is \$10.00 per day, for example, the MD Association might contribute \$5 toward it. For more information, phone Mrs. Irene Leibrock at 987-2943, or write her at 76 Guyon Avenue, Staten Island, NY 10306.

6. The New York Telephone Company has special equipment for people with hearing, sight, speech, or motor impairment. For information about these special devices, write to the New York Telephone Company, 1411 Broadway, New York, NY, 10036.

RECEIVED
SEP 2 1975
STATEN ISLAND
COMMUNITY COLLEGE

A project for CAREER & EDUCATIONAL
DEVELOPMENT/INDEPENDENT STUDY.

By John Brennan