

What Is ACCESS?

The mission of the ACCESS (Accommodations at Collin College for Equal Support Services) Office is to assist, support, and enhance the college experience for students with disabilities through appropriate accommodations in compliance with applicable laws, including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as amended (the "ADA").

Is there a difference between high school and college in the laws related to disabilities?

Disability laws are different for college students. Section 504 and the ADA applicable to post-secondary institutions are civil rights laws to ensure opportunity and equal access and to prevent discrimination. Your high school records do not automatically transfer to college. As a college student, it is your responsibility to identify disability and request services and accommodations. In addition, colleges do not provide IEPs, special education versions of courses, or other programs that would otherwise be provided to K-12 students.

What kind of documentation do I need?

We want to work with you to determine barriers and solutions and provide reasonable accommodations. For more information, check out [Document Guidelines \[hyperlink\]](#).

Will I have to get new documentation or testing when I go to College?

Typically, you can provide documentation from the last 3-5 years. We take a holistic view that includes historic information and self-report. We focus on information that illustrates a connection between the impact of the disability, the described barriers, and the requested accommodation.

I am afraid that my transcript and other college records will disclose my disability, or that I worked with ACCESS...is this true?

Collin College complies with the Family Education Rights and Privacy Act of 1974 (FERPA) and its regulations. Accordingly, Collin College maintains confidential records in electronic format identifying students with disabilities. Information about the student may be released only with the student's written consent or in accordance with FERPA or other applicable law. ACCESS records are stored separately within our office and are released only to you with written consent.

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. For additional information, follow the link (www.ed.gov/ferpa) or you may call 1-800-USA-LEARN (1-800-872-5327)

Do I have to go through ACCESS to attend Collin College?

No. However, if you have a documented disability we encourage you to utilize ACCESS [services](#) to ensure maximum support for your college success.

Can I receive accommodations without disclosing my disability?

Unfortunately, you cannot. It is necessary to disclose your disability to the ACCESS Office to qualify for any accommodations. If you go through the Access Office, professors can provide accommodations for you.

Do you have ACCESS services at all campuses?

We have full-time advisors at our three main locations – Spring Creek Campus in Plano, Central Park Campus in McKinney, and Preston Ridge Campus in Frisco. Check out our [Office Locations \(hyperlink\)](#) and [ACCESS Staff \(hyperlink\)](#).

Do you provide accommodations at the Collin Higher Education Center (CHEC)?

If you attend classes at the CHEC center, the classes and support services are provided through the host university. Contact the host university's disability office for eligibility information.

Do you provide transportation?

No. Collin College does not offer or pay for transportation services.

Dallas Area Rapid Transit (DART) does stop at the Spring Creek Campus, DART FLEX Service may also be available. We encourage you to contact DART Customer Service at 214-979-1111 for complete information.

When is the best time to contact ACCESS?

Contact ACCESS after you have been admitted to the college and have your College Wide ID. The earlier you apply through ACCESS, the earlier you will receive services.

Can my parents handle all this for me?

No. It is your responsibility. However, it is not uncommon for parents to assist you in getting started at college. If you give your parents written consent, they are allowed limited involvement.

Can I apply for services anytime throughout the year?

Yes. However, if you are approved for accommodations, they are not retroactive and will not apply to any coursework prior to the date the course accessibility letter was given to the instructor. Requests for accommodations may take up to 2-3 weeks to review.

I still have questions, who should I contact?

[ACCESS office \(hyperlink\)](#)

[Office Locations \(hyperlink\)](#)

[ACCESS Staff \(hyperlink\)](#)

We look forward to hearing from you!