TO: New Students  
FROM: Erin Evans, Assistant Dean and Director of the Academic Learning Center  
RE: Services for Students with Disabilities and Medical Conditions

Congratulations on your admission to Albright College. Be assured that services for students with medical conditions and/or disabilities are available to all new students who need them through the Academic Learning Center (ALC). With information from you, along with proper confidential clinical documentation, we are able to plan with you the provision of reasonable accommodation of course materials, exams, classrooms and other aspects of student life, as appropriate. It’s also important to know that the ALC is the hub of academic support on campus. Free tutoring services, academic workshops, and assistance with academic matters are coordinated through the ALC. For example, many of our students meet with tutors who often times have had your professors and can teach content and study skills. The staff members in the ALC are very knowledgeable and assist Albright students on a daily basis.

Students with various conditions such as learning disabilities, attention deficit disorder, mental health conditions such as depression or anxiety, and chronic health concerns are all encouraged to meet with me to discuss academic supports, potential accommodations, and college policies regarding your enrollment. Please know that we understand that self-disclosure is a very personal matter. Students who wish to have a confidential conversation about their previous history of using accommodations, their eligibility for services, or any referrals for a disability related evaluation are encouraged to request an appointment at their earliest convenience. All disability records are kept separate from a student's educational record; utilization of accommodations will not be cited on transcripts, applications, or permanent records.

All requests for services and accommodations are evaluated by Disability Services in conjunction with Albright College policies. The timely presentation of comprehensive clinical documentation, which sufficiently meets our guidelines, is essential and available at our website: http://www.albright.edu/academics/Documentation_Standards.pdf. Evaluation and service delays may result from documentation that does not arrive in our office by requested deadlines and/or does not contain the information specified in these guidelines; and we reserve the right to request additional interpretation from your clinician. This evaluation can include consultation with at least one clinical consultant in addition to a meeting with the student before Disability Services makes a final determination of formalized services. The provision of services in a previous educational setting does not guarantee that they will be approved here.

If you anticipate needing health or disability-related services in the classroom or exam setting, please contact the Academic Learning Center by July 15, 2013 and submit current clinical documentation. Should you have any questions, please call 610-921-7662 at your convenience. The ALC is located on the lower level of the Administration Building (which is attached to the library).

* * * * *Even if you have provided documentation to another Albright College office, you must send a separate copy to the Academic Learning Center. We look forward to meeting you. All questions welcome!