Memorandum to Presidents

Date: May 8, 1981

From: Office of the Vice Chancellor for Educational Services

Subject: College Catalogue and Other Recruiting Information on Services and Accommodations Available for Handicapped Students

At this time of the year when many campuses are reviewing and revising their college catalogs and other recruiting materials, it seems appropriate to remind you of the importance of including detailed information about the types of special services and accommodations available for handicapped students. In addition, a reference to the staff person and office with responsibility for coordinating accessibility and services for handicapped students can be helpful to potential students, who may wish to visit the campus and that office prior to enrolling, as well as to new students. In addition, a reference to these entries in the index can be most helpful. An example of such a detailed statement is attached.

As you know, under Section 504 of the Rehabilitation Act of 1973 (Subpart A, 84.9, 2b) an institution must include a statement of nondiscrimination policy in all publications containing general information which it makes available to participants, beneficiaries, applicants, employees, or other interested persons.

In addition, under Subpart C, 84.22c, institutions must adopt procedures to ensure that interested persons can obtain information on the existence and location of accessible services, activities, and facilities that are accessible to and usable by handicapped persons.

If you would like any assistance in preparing or revising such a statement for your college catalog, please write or call Ms. Phyllis Bader-Borel, Associate for Student Services, SUNY Central Administration, 518/473-1329 (NOTE NEW TELEPHONE NUMBER).

Attachment
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This memorandum addressed to:

Presidents, State-operated Campuses
Presidents, Community Colleges
Deans, Statutory Colleges
SUNY 504 Coordinators
SUNY Directors of Admission
SUNY Communications Professionals

Copies for information only sent to:

President Neville
Vice Provost Spencer
**Academic Year**

**Tutoring**

During the Academic Year (Sept-June) tutor-counselors tutor in approximately ten academic subject areas, as determined by the needs of our students. Each tutor-counselor is assigned a tutoring office in which to meet with assigned students, Monday-Thursday. Tutor-counselors are available to students for approximately three hours each day. Students are required to attend tutoring twice a week for one hour duration at each session.

**Counseling**

The focus of counseling is on the individual student and how he perceives himself in relationship to educational pursuits. In an attempt to assist students, both personally and academically, efforts are made to provide necessary information, advisement, and concern that will accommodate the student’s needs.

**Diagnostic Instruction**

Diagnostic tests and student’s high school performance dictate what remedial skill courses are offered and for whom. Classes begin in October and continue until June.

**Veterans**

With its Office of Veteran Affairs, the Student Affairs staff has made a special effort to meet the needs of the Vietnam veteran. There are special guidance and counseling programs, and liaison has been established with government and community groups, campus veterans organizations, and various social agencies.

**Foreign Students**

The office of the Consultant to Foreign Students and Scholars, sponsored by Student Affairs, advises over 1,200 U/B-affiliated foreign students on immigration, legal assistance, and other problems.

**Office of Services for the Handicapped**

An Office of Services for the Handicapped (OSH) provides specialized academic support services and adapts general resources to assist handicapped students to obtain maximum academic, social, and cultural benefits within the University community. Some of the specific services provided or made available by OSH include: pre-admission guidance, orientation and mobility training, reader recruitment, preferential housing assignments, tutoring, notetakers and interpreters, attendant identification, training and referral, specialized library assistance—including low vision mechanical aids, and other supportive services as required to meet individual living/learning needs. OSH is also prepared to respond to handicapped students’ needs for personal and career counseling and job placement assistance.

For further information, contact the office of the Coordinator, Office of Services for the Handicapped/149 Goodyear Hall/3435 Main Street, Buffalo, New York 14214/(716) 831-3126. Students in need of special housing accommodations on campus should contact the Office at the same time they acknowledge their acceptance to the University.

The Office maintains liaison relationships with rehabilitation agencies within the local community and the state, including the Office of Vocational Rehabilitation and the Commission for the Visually Handicapped. For specific information regarding their own eligibility, students should contact the respective agency directly.

**STUDENT ASSOCIATION**

The Student Association (SA) is the recognized student government at U/B. A mandatory student activities fee entitles a student to SA membership and all its services and activities. Included are: men’s and women’s intercollegiate sports; intramural, athletic, hobby, international clubs, and special interest groups.

**SUB-BOARD I, Inc.**

Sub-Board I, a non-profit incorporated organization run by representatives of U/B’s five student governments, provides services not offered by the state, including cultural events and a health care division.

The Publications Division produces The Buffalo
Students who feel they could benefit from these services are invited to apply for assistance through the Evening College Counseling Center.

For additional information call: 420-2720.

Office of Veteran's Affairs

The Office of Veterans' Affairs, located in Patterson House Building, is established to serve veterans and eligible dependents. The office acts as a one-stop center to ascertain and meet all the needs of veterans and their dependents. See description under General Information in the Day College section of this catalog for further information.

Office of Special Services

The Office of Special Services is dedicated to the principle that equal opportunity to realize one's full potential should be available to all students. In keeping with this philosophy, the Office of Special Services coordinates activities and provides support services for students with special needs to realize their fullest potential, to function as independently as possible, and to participate in University activities according to their interests and abilities.

The Office of Special Services serves students who are:

- Physically Disabled
- Educationally Disadvantaged
- Economically Disadvantaged
- Culturally Disadvantaged
- Limited in Speaking English

Some specialized services that are available to each student according to individual needs include:

- Pre-enrollment information and interviews
- Admissions and registration assistance
- Orientation
- Class and room scheduling assistance
- Academic, vocational and personal advisement
- Job placement
- Tutorial services
- Transportation
- Student aides
- Specialized equipment such as Braille, recorders, wheelchairs, etc.
- Cultural and recreational activities

The Office of Special Services is located in the Administration Building, Room 007. Write, call 420-2268, or drop in.