



## **Facilities, Services, and Equipment**

The College's campus facilities are located in a modern, commercial building with conveniently located parking nearby. The facilities are well maintained and periodically updated to meet the changing educational requirements brought about by the rapidly changing demands placed on today's workforce; however, the facilities will always include at a minimum two or more computer labs, a basic resource center, a medical lab, a dental lab, general purpose classrooms, restrooms, a student lounge, a teacher's lounge, and administrative offices. Applicants for admission are required to visit the campus and review the facilities and equipment during or prior to the admissions process and prior to enrolling.

The College maintains computer labs, which contain computer hardware and software. The institution periodically updates or changes its hardware and software to meet student educational requirements and local market needs, but each computer lab will normally contain at least twenty computers. Software applications in which the student receives instruction will vary based on the student's specific program; however, the software that the institution utilizes includes common applications such as word processing, database applications and spreadsheet applications, as well as specialized applications for more advanced classes.

The College maintains various types of medical instruments/equipment in its medical lab for the clinical training of medical students in programs that include a clinical component. The equipment includes the type of equipment typically found in a doctor's office or a clinic.

Building regulations may be posted in the student lounge or other locations throughout the facility. Students are also familiarized with the building regulations during orientation. Failure to comply with building regulations may result in disciplinary action, including termination from school. Any student who damages the campus buildings, grounds or equipment will be held financially responsible. Eating and drinking are permitted only in the student lounge. Smoking is prohibited anywhere in the building.

## **Resource Center**

The College houses a resource center which contains a selection of materials including books and periodicals. Most resources are available for check-out purposes, except for reference books. Faculty are expected to make library assignments in their classes to help students develop their library usage skills. Students are encouraged to utilize the Institution's resource center, as well as libraries in the community, in developing these library usage skills. Many resources are also available from the internet which is accessible on campus.

## **Student Accommodations Policy**

The Institution prohibits discrimination based on disability and is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and activities on an equal basis. In accordance with applicable law and College policies, the College will provide reasonable accommodations to qualified individuals with disabilities on an individualized, case-by-case basis.

Students who wish to request accommodations should note the following:

- A student requesting an accommodation based on a disability must have a disability covered by law and meet the academic and technical standards required for admission or participation in the College's programs and activities, with or without reasonable accommodation.
- Appropriate supporting documentation may be requested. Documentation requirements vary according to each individual's disability and situation and must be from a qualified professional with relevant experience and no personal relationship with the individual being evaluated. Appropriate supporting documentation will generally provide information to establish the existence of the disability, describe the nature of the disability, explain the limitations of the student, and offer accommodation recommendations.
- Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis.
- The College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.
- The College is only obligated to provide reasonable accommodations. An accommodation is not reasonable if it would result in an undue burden or require a fundamental alteration of the College's programs or activities.

Once a student's accommodation request has been approved, the College will prepare an Accommodation Plan outlining the approved accommodations.

Any complaint or grievance based on this policy will be addressed in accordance with the Internal Grievance Complaint Policy and Procedure found in the College Catalog.