

University Disability Service Information

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Public Colleges

University of Montana Main Campus:

Website: www.umt.edu/dss/

Location: The Disability Student Services office is located in the Lommasson Center, Office 154.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Amy Capolupo

Phone: (406) 243-4584

Email: amy.capolupo@umontana.edu

Assistive Technology Options:

- Updated JAWS, available in all labs and will install on personal computers. Limit of 30 licenses.
- 5 USB dongles with JAWS for off-campus access.
- Freedom Scientific Magic, same 30-license policy.
- Read & Write Gold available in labs and individual downloads.
- Dragon Naturally Speaking available in specific labs and for specific students.
- 10-12 iPad minis for ebook readers; phasing out Victor Readers.
- 15 Livescribe Pens.
- Olympus Recorders for students to record lectures (3 varieties of those).
- 6 bluetooth microphones to pair with FM Systems.
- Williams Pocket Talkers.

University of Montana Missoula College:

Website: http://mc.umt.edu/Faculty_Staff_Directory/DSS_Directory/default.php

Location: 032 on River Level, 1205 East Broadway.

Office Hours: Tuesday 8:30 a.m. to 4:00 p.m.

Contact: Amy Capolupo

Phone: (406) 243-7984

Email: amy.capolupo@umontana.edu

All assistive technology options available on the main campus can be accessed here.

Bitterroot College University of Montana:

Website: <http://www.umt.edu/bitterroot-college/sup/proctor.php>

Location: Disability Services is located in 101G.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Kathleen O'Leary

Phone: (406) 375-0100

Email: Kathleen.OLeary@mso.umt.edu

All assistive technology options available on the main campus can be accessed here.

Helena College University of Montana:

Website: <http://www.umhelena.edu/disability/default.aspx>

Location: The Disability Resources Office is located in DON 119.

Office Hours: Monday through Friday 8:30 a.m. to 5:00 p.m.

Contact: Kristine Fife

Phone: (406) 447-6952

Email: kristine.fife@umhelena.edu or at disabilityresources@umhelena.edu

Assistive Technology Options:

- Livescribe Echo Smart Pens.
- Read & Write Gold available to all students.
- ZoomText version 11.
- Dragon Naturally Speaking.
- Books in alternative format to be used in conjunction with other software.

Montana Tech North Campus:

Website: http://www.mtech.edu/student_life/disability/

Location: Disability Services is located in Engineering Hall, Room 104.

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Contact: Joyce O'Neill

Phone: (406) 496-4429

Email: joneill@mtech.edu

Assistive Technology Options:

- Smart Pens.
- Read & Write.

Montana Tech Highlands College:

Website: http://www.mtech.edu/student_life/disability/

Location: Disability Services is located in Room 126A.

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Contact: Cricket Pietsch

Phone: (406) 496-3730

Email: cpietsch@mtech.edu

The assistive technology options available at the North campus can be accessed here.

The University of Montana Western:

Website: <https://www.umwestern.edu/disability-services.html>

Location: Dean of Students Office.

Office Hours:

Contact: Nicole Hazelbaker (Dean of Students)

Phone: (406) 683-7900

E-mail: nicole.hazelbaker@umwestern.edu

Assistive Technology Options:

Montana State University Bozeman:

Website: <http://www.montana.edu/drv/disability/>

Location: The Disability Services office is located at 180 Strand Union Building.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Keith Hamburg

Phone: (406) 994-2824

Email: keith.hamburg@montana.edu

Assistive Technology Options:

- Accessible Texts.
- Read & Write.
- Natural reader.
- Smart pens for all students.
- FM listening systems.

Montana State University Billings:

Website: <http://www.msubillings.edu/dss/>

Location: The office is located at the College of Education in Room 135.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Trudy Carey

Phone: (406) 657-2283 (Voice)

(406) 545-2518 (Video Phone)

Email: tcarey@msubillings.edu

Assistive Technology Options:

- CCTVs in DSS office and library
- FM systems.
- ZoomText in DSS and library
- JAWS.
- Read & Write in DSS office, student labs, residence halls, SSS/Trio and library and for personal download
- Smart Pens
- Dragon Naturally Speaking
- Video phone

City College Campus at MSU Billings:

Website: <http://www.msubillings.edu/dss/>

Location: The Disability Services Office is located in the Tech Building, Room A008.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Trudy Carey

Phone: (406) 247-3029 (Voice)

(406) 545-1026 (Video Phone)

Email: tcarey@msubillings.edu

All assistive technology options available at the MSU Billings campus can be accessed here.

Montana State University Northern:

Website: <http://www.msun.edu/stuaffairs/disabilityserv/>

Location: The Disability Services Office is located in the library in Room 203A.

Office Hours:

Contact: Ligia Arango

Phone: (406) 265-4133

Email: ligia.arango@msun.edu

Assistive Technology Options:

- Livescribe Echo Smart Pens.
- Scanner in the library.

Great Falls College Montana State University:

Website: <http://students.gfcmu.edu/disabilityservices/index.html>

Location: The Disability Services Office is located in R 261 on the 2nd level at the top of the ramp across from the Advising and Career Center and next to the Academic Success Center.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Katherine Meier

Phone: (406) 771-4311 (TDD)

(406) 205-1079 (Sorenson Video Relay)

Email: katherine.meier@gfcmu.edu

Assistive Technology Options:

- Kurzweil 3000.
- Livescribe Smart Pen.
- Livescribe Sky Smart Pen.
- iPad.
- 1 copy of Dragon NaturallySpeaking in library.
- CCTV in library.
- Video telephone in office.
- Braille printer, Tiger Cub; Will get equipment per student need.
- JAWS on all computers, but most students have their own.
- Williams Sound personal FM listening device.
- Victor stream readers.
- ZoomText.

Dawson Community College:

Website: <https://www.dawson.edu/students/request-for-disability-accommodation/>

Location: Academic Support Center in the library.

Office Hours:

Contact: Shawn Holz

Phone: (406) 377-9416

Email: sholz@dawson.edu

Assistive Technology Options:

- Books on Tape.
- Note takers.

- Testing accommodations.
- Private testing rooms for eligible students.

Note:

Students with disabilities who request accommodations must:

- Register with the Student Support Services Office as soon as possible.
It is the student's responsibility to initiate the request for services.
- Students who are requesting accommodations must provide documentation of their disability from medical or psychological professionals.

Documentation must:

- Be current; usually within the previous three years.
- Include a specific diagnosis.
- Include actual test scores.

Flathead Valley Community College:

Website: <https://www.fvcc.edu/student-support/disability/>

Location: The Disability Services Office is located in the Learning Resource Center Building (LRC, Room 147).

Office Hours: Monday through Friday 7:30-4:30pm.

Contact: Tracy Sullivan

Phone: (406) 756-3376. Appointments can be scheduled with Student Services at (406) 756-3880

Email: tsullivan@fvcc.edu

Assistive Technology Options:

- Livescribe Echo Smart Pen.
- Livescribe Pulse Smart Pen.
- Sony Digital Recorders.
- PTP1 Plectalk Pocket reader (DAISY compatible).
- Microsoft tablets.
- Laptops with Natural Reader 10 and 11.
- Dragon NaturallySpeaking version 11 with headsets/mics.
- Learning Ally membership for textbook access.
- Williams Sound Personal PA Broadcasting.
- Plantronics Tristar Headset phone amplifier.
- Aladdin low vision magnifier.

Miles Community College:

Website: <https://www.milesc.edu/DisabilityServices/Students/accommodations.htm>

Location: Learning Center, Room 208

Office Hours:

Contact: Sarah Pett

Phone: (406) 874-6228

Email: petts@milesc.edu

Assistive Technology Options:

- Site license for Read & Write.

Tribal Colleges

Aaniih Nakoda College:

Website: <http://www.ancollege.edu/>

Location:

Office Hours:

Contact:

Phone:

Email: cbrockie@ancollege.edu

Note: Written requests can be sent to P.O. Box 159, Harlem, Montana 59526.

Blackfeet Community College:

Website: <http://bfcc.edu/additional-services/students-disabilities/>

Location:

Office Hours:

Contact: Connie Hipp (Learning Center Coordinator)

Phone: (406) 338-5421, Ext. 2261; (406) 338-5441, Ext. 2215

Email: conniehipp@bfcc.edu

Note: Need to notify the Disability Services Coordinator or the Dean of Student Services during the first week of registration of any accommodations needed for attendance at Blackfeet Community College. The student must provide documentation that identifies and explains the disability and a letter with suggested accommodations.

Chief Dull Knife College:

Website: <http://www.cdkc.edu/?q=node/17>

Location: Student Services Programs, Main Hallway of CDKC Campus.

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Contact: Michelle Sting (TRIO)

Phone: TRIO Office (406) 477-6215, Ext. 161 or Ext. 150

Email:

Assistive Technology Options:

- Computer access.
- Referrals to outside services, agencies and programs.

Note: Give paperwork to advisor and then go to TRIO for additional assistance.

Fort Peck Community College:

Website: <http://www.fpcc.edu/trio/>

Location: War Eagle Vision

Office Hours: Monday through Friday 8:00 a.m. to 4:30 p.m.

Contact: Suzanne Turnbull (TRIO Director), Marty Reum (Student Success Advocate), or David James (Student Success Advocate).

Phone: (406) 768-6346

Email: MReum@fpcc.edu; DJames@fpcc.edu

Note: Program eligibility: students must be low income, first-generation, with verified disabilities.
To qualify: Students need TRiO form, financial literacy, and a student education plan.

Little Big Horn College:

Website: <http://www.lbhc.edu/>

Location:

Office Hours:

Contact: Patricia Whiteman (Student Success Services Director)

Phone: (406) 638-3100, Ext. 3189

Email: whitemanp@lbhc.edu

Assistive Technology Options:

Salish Kootenai College:

Website: <http://sss.skc.edu/>

Location: Robert R Depoe III Building, Room 111.

Office Hours:

Contact: Linda Pete

Phone: (406) 275-4968

Email: linda_pete@skc.edu

Assistive Technology Options:

- Assistive equipment such as tape recorders.
- Note Takers or Readers.
- Certain types of physical equipment.

Note: Eligibility: have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process; the student must request services from the disabilities officer.

Stone Child College:

Website: <http://www.stonechild.edu/>

Location: Student Services Office

Office Hours: 8:00a.m. - 4:30p.m. Monday - Thursday and from 8:00 a.m. - 3:00 p.m. on Friday.

Contact: Helen Windy Boy (Dean of Student Services)

Phone: (406) 395-4875, Ext. 262

Email: hwindyboy@stonechild.edu

Assistive Technology Options:

- Note-taking.
- Reading.
- Recording Lectures.
- E-Readers available in library.
- iPads available in library.

Note: To be eligible for disability-related services at Stone Child College, students must have a documented disability condition as defined by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. The disability of the student must be

documented from an appropriate licensed professional to certify a student as having a disability and to determine reasonable accommodations for the student.

Private Colleges

Carroll College:

Website: <https://www.carroll.edu/academic-resource-center/disability-services>

Location: Academic Success and Disability Services Office, Borromeo Hall, Room 115.

Office Hours:

Contact: Kevin Hadduck

Phone: (406) 447-4504

Email: khadduck@carroll.edu

Assistive Technology Options:

- Test reader.
- Scribe.
- Preferential seating.
- Note takers.
- Lecture recordings.
- Note taking with a laptop.
- Electronic textbooks.
- Parking passes.
- Alternative seating.
- Natural Reader.
- eReader.
- PDF Equalizer (cost: \$99.95).
- Dragon Speak (cost: \$99.99).
- C-Pen.
- E-Textbooks.
- Learning Ally.
- eBooks.
- Project Gutenberg.
- Book Share.
- Online Math Books.
- Tech Matrix.
- Able Data.

Rocky Mountain College:

Website: <https://www.rocky.edu/academics/academic-services/DisabilityServices.php>

Location: Fortin Center

Office Hours:

Contact: Terri Haun (SAS Academic Specialist/Disability Services Coordinator)

Phone: 1-800-877-6259 or (406) 657-1128

Email: sas@rocky.edu or sas@rocky.edu

Assistive Technology Options:

- Test-taking accommodations.
- Personal note-takers.
- Use of computer labs.

Note: Send documentation of disability to Terri Haun, SAS Academic Specialist/Disability Services Coordinator, Rocky Mountain College, 1511 Poly Drive, Billings, MT 59102. The following documentation is needed to determine eligibility for modifications or accommodations:

- ✓ A detailed evaluation from a professional qualified to diagnose a disability. The evaluation should have been completed within the last three years. Evaluations may be from a licensed clinical psychologist, school psychologist, learning-disability specialist, medical doctor, and/or neuropsychologist.
- ✓ For learning disabilities, evaluations should include test results with composite and subtest scores for intelligence, reading, math, written language, processing skills, and speech and language when appropriate.
- ✓ A report that states the disability as a diagnosis.
- ✓ A current IEP or 504 Plan with stated modifications and accommodations.

University of Great Falls:

Website: <http://www.ugf.edu/CurrentStudents/StudentDevelopment/TrioSupportServices/DisabilityServices/tabid/1954/Default.aspx>

Location: TRiO/Center for Academic Excellence in Sullivan Hall

Office Hours: school year 9:00 a.m. - 6:00 p.m. Monday - Thursday, 8:00 a.m. - 5:00 p.m. on Fridays

Phone: (406) 791-5212

Contact: Kay Seilstad

Email: Kathleen.Seilstad@ugf.edu

Assistive Technology Options:

- Test reader
- Note-takers
- Dragon Naturally Speaking available in the library for specific students
- Accessible classrooms and materials
- LiveScribe pens
- Screen enlarger
- Books in alternative format
- William Sound Hearing Helper
- Book Share
- ADA lockers
- Lumbar support pillows
- Desktop book stand
- Keyboard wrist rest support
- Portable backup seat

Note: Students must provide recent documentation of the disability from a qualified professional whose credentials are appropriate to the disability and must meet with the Disability Counselor to determine appropriate accommodations.

Montana Bible College:

Website: <https://www.montanabiblecollege.edu>

Location:

Office Hours:

Contact:

Phone: (406) 586-3585

Email:

Assistive Technology Options:

Yellowstone Christian College:

Website: <http://www.yellowstonechristian.edu>

Location: 1515 South Shiloh Road, Billings, MT 59106

Office Hours: 8am-5pm Monday-Friday during normal semesters.

Contact: John Ramos Dean of Academics

Phone: (406) 656-9950

Email: jramos@yellowstonechristian.edu

Assistive Technology Options:

- Reading assistant when needed
- Note taker and writing assistant when needed
- Separate computer and/or cubicle in library
- Ebooks (when available)
- Audio books (when available)
- PDF format on notes from instructor to student

Out of State Institutions

University of Idaho:

Website: <https://www.uidaho.edu/current-students/dss>

Location: Disability Support Services is located in Idaho Commons, Room 306.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Miriam Hertz

Phone: (208) 885-6307

Email: mhertz@uidaho.edu

Assistive Technology Options:

- Assistive listening devices.
- Hand-held digital recorders.
- Livescribe Echo Smart Pens.
- Sonocent Audio Notetaker Software.
- Microphones/headsets.
- Book stands.
- A computer lab with JAWS version 5.
- Dragon NaturallySpeaking version 7.
- Kurzweil 1000.

- ViewPlus Max Tiger Braille Embosser.
- 2 HP scanners.

University of Wyoming:

Website: <http://www.uwyo.edu/udss/>

Location: University Disability Support Services is located in Knight Hall, Room 109.

Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

Contact: Casey Wood (MTC Coordinator)

Phone: (307) 766-6189

Email: udss@uwyo.edu

Assistive Technology Options:

- 6 computers in lab.
- Kurzweil 3000 web version for tests and textbooks available to all students.
- Few aging versions of Dragon NaturallySpeaking version 10.
- Aging JAWS.
- NVDA on flash drives.
- Inspiration analog magnifiers.
- Kurzweil programs.
- TypeWell.
- Assistive listening devices for classrooms.