Disability Access Resource Guide

AB 2821 Local Employee Training Resources

SOUTHWESTERN COLLEGE

Purpose & Overview

This guide supplements the three Chancellor's Office AB 2821 Training SWCCD – Specific contacts, referral pathways, reporting resources, and accessibility tools. Employees should use it to connect students and colleagues with the appropriate office. This guide does not replace individualized guidance from DSS, Human Resources, or the 504 Compliance Officer.

Department	Scope of Service	Contact / Referral Channel
Disability Support Services (DSS)	Student Accommodations, Eligibility, accommodation letters, testing, alternate medical, assistive technology	Phone: 619-482-6512, Video Phone: 619-207-4480 Email: dss@swccd.edu Web Resources: Disability Support Services (DSS)
504 Compliance Officer / Dean of Student Services	Student who does not wish to register with DSS; Section 504 Accommodation questions	Contact: Dean Aragoza Phone: 619-482-6369 Web Resources: Section 504 Compliance
Employee Accommodations	ADA/FEHA workplace accommodations, PWFA pregnancy adjustments, and Interactive Process Meetings for staff/faculty.	Contact: Wendy Rodriguez Phone: 619-482-6336 Email: SWCADA@swccd.edu Web Resources: Reasonable Accommodations & Accessibility
Title IX & EEO Office/ Human Resources Compliance	Disability Discrimination, Harassment or Retaliation Report	Phone: 619-482-6329 Email: swcertix@swccd.edu Web Resources: Title IX & EEO
Online Learning Center	Accessible Canvas content, digital course design, and instructional accessibility	Phone: 619-482-6595 Email: onlinelearning@swccd.edu Web Resources: Online Learning Center
College Police	Immediate campus safety concern	Emergency: 619-216-6691 Non-emergency: 619-482-6380, 619-216-6628 TTY Web Resources: College Police

Student Support & Accommodation Process

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Step	Description
1. Connect with DSS	Student submits DSS application and disability verification documentation.
2. Eligibility appointment	DSS specialist meets with student to determine eligibility and appropriate services.
3. Accommodation authorization	DSS approves accommodation and provides student with accommodation information.
4. Implementation	Student, instructor, and DSS coordinate implementation. Employees should consult DSS when questions arise.

Note: Refer students who do not wish to register with DSS to the 504 Compliance Officer. For discrimination concerns, connect with the Title IX & EEO office.

How to Respond When a Student Requests Help

- Listen respectfully and thank the student for sharing the concern.
- Refer the student to DSS for disability-related accommodation and support.
- Do not request medical documentation, diagnose a condition or independently decide whether accommodation is appropriate.
- If the student does not wish to register with DSS, refer the student to the 504 Compliance officer/Dean of Students Services.
- If the concern involves discrimination, harassment, or retaliation, connect the student with the Title IX & EEO office / Human Resources.



Together, we can reduce barriers and create a community where access, belonging, and student success are shared priorities.

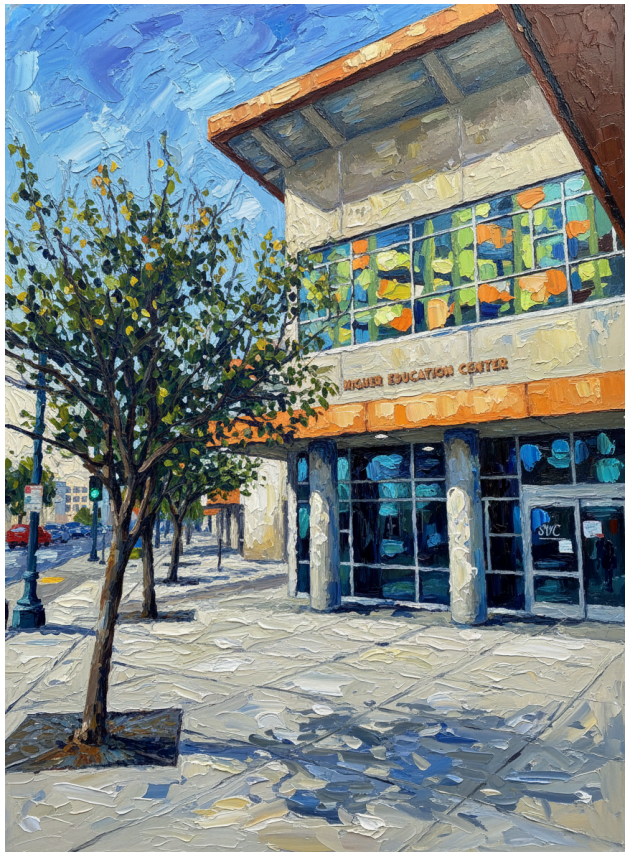
Student Accommodation: 619-482-6512 or email: dss@swccd.edu

Employee Accommodation: 619-482-6336 or email: SWCADA@swccd.edu

Accessibility Tools & Guidance

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- Accessibility and Section 508 Compliance: Accessible course content, documents, Canvas practice, captioning and training.
- DSS Service Portal: Accommodation letter and testing related service for students and instructors.
- Faculty Academic Accommodations Guide: Faculty guidance for implementing academic accommodations and accessible Canvas content.
- Reasonable Accommodations & Accessibility: Employee accommodation procedures, forms and AB 2821 training information.



District and Community Resources

- California Community Colleges Accessibility Center
- ADA National Network
- California Civil Rights Department
- U.S. Department of Education Office for Civil Rights

Employee Expectations

- Use this guide to make timely, appropriate referrals.
- Maintain privacy and share disability-related information only with offices that have a legitimate need to know.
- Consult DSS, Human Resources, or the 504 compliance officer before acting when responsibilities or next steps are unclear.

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Reporting Disability Discrimination, Harassment, or Retaliation

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SWCCD directs complaints of unlawful discrimination or harassment, including disability discrimination, to Human Resources Compliance under the District's harassment and discrimination procedures. Employees should not investigate or promise confidentiality. Connect the individual with the reporting office and share the available reporting resources:

- Prohibition of Harassment and Discrimination
- Section 504 Compliance
- Discrimination, Harassment and Retaliation Complaint Form
- Notice of Nondiscrimination



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