

alumni seeking employment. The service includes resume postings on the FMU Internet Resume Book and is linked to a national job listing service, both available to employers on the World Wide Web. A career guidance program called "Career Connections" allows students to explore careers, research employers, and develop the skills and tools needed to conduct successful job searches. Job postings for students, both on-campus and off-campus, are posted in the Smith University Center outside the Career Development Office. Application procedures, qualifications, and requirements may vary and will be posted for each job. Job listings for part-time, summer, and experiential learning opportunities are also available, in addition to career workshops and "practice interviewing" opportunities.

Students are encouraged to begin using these services during their first year of enrollment exploring their skills and interests as they relate to specific career fields. Students are also invited to visit Career Development's Facebook page: www.facebook.com/careerdevelopmentfrancismarion.

COUNSELING & TESTING

Counseling and Testing is responsible for meeting the personal counseling needs of FMU students. Professional counselors are available to help with personal, relationship, and/or emotional issues (with referrals made to community agencies as needed). The office also coordinates the advanced-placement testing program and administers several standardized tests used by graduate and professional schools. Counseling and Testing serves as the focal point of academic services for students with disabilities. All students with disabilities should contact Counseling and Testing prior to registration at 843-661-1840.

SERVICES FOR STUDENTS WITH DISABILITIES

FMU is committed to making programs and activities available to qualified students with disabilities. The University makes efforts to ensure that the University grounds, major buildings, and classes are accessible to individuals with disabilities.

The Director of Counseling and Testing coordinates services for students with disabilities, assists students in determining reasonable accommodations on the basis of disability, and acts as a liaison between students and faculty/administration on concerns relating to appropriate accommodations. The Director of Counseling and Testing is also available to meet with prospective students to discuss services available at FMU.

Determination Process – In order for a student with a disability to receive academic accommodations, the following requirements must be met:

1. The request for accommodations should be made as possible (preferably at least two weeks before classes begin).
2. The request for accommodations is made through Counseling and Testing. The director will conduct an intake interview and will gather information about a student's history of accommodation. The student must also provide appropriate documentation. Documentation will be reviewed by the director and will sometimes be reviewed by an advisory committee called the Documentation Review Committee. Documentation must be from a qualified health services provider (i.e., physician, licensed psychologist) and should include a diagnosis, an explanation of the effects of the disability in an academic setting, and recommendations regarding accommodations. If a student has a Summary of Performance from high school, this should be included with the documentation. The cost and responsibility for providing documentation is borne by the student.
3. Quality documentation will include the following:
 - The credentials of the evaluator(s).

- A diagnostic statement identifying the disability.
- A description of the diagnostic methodology used.
- A description of the current functional limitations.
- A description of the expected progression or stability of the disability.
- A description of current and past accommodations, services and/or medications.
- Recommendations for accommodations, adaptive devices, assistive services, compensatory strategies, and/or collateral support services.

SERVICES AVAILABLE:

Additional Information – Additional information is available on FMU's website. Please go to www.fmarion.edu and select "Disability Services" through the "Quick Links" menu.

Learning Disability/ADD/ADHD – The University attempts to make reasonable accommodations for students with learning disabilities, ADD, or ADHD to help equalize their chance for success. The following are examples of accommodations that may be granted to students with such disabilities:

- extended time for examinations
- use of recording device in classroom
- extended time for in-class writing assignments
- notetakers
- readers
- alternate testing location
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement.

Although the University is committed to providing academic accommodations to students with learning disabilities, there is no specific program for students with learning disabilities at the University. Students with learning disabilities may find that the support services available to the general student population are also useful to them. Tutorial services, the Writing Center, Mathematics Lab, Peer Tutoring Laboratories, Career Development, the Office of Provisional Programs, and Counseling and Testing are some of the support services students with learning disabilities may find to be particularly helpful.

Visual Impairment – Services available for students with visual impairments include:

- arrangements for taped books
- notetakers
- provision of readers for examinations
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement. Visually impaired students may wish to contact the Director of Counseling and Testing to arrange for a tour of the campus, including building locations, classroom locations, and pathways.

Hearing Impairment – Services available for students with hearing impairments include:

- interpreters
- notetakers
- priority registration

It is the student's responsibility to inform the Director of Counseling and Testing of any need for services in adequate time to allow for their arrangement.

Physical Disabilities – Services available to students with physical disabilities include:

- notetakers