



Lincoln College-Lincoln, IL
300 Keokuk St.
Lincoln, IL 62656
Tel: 217-735-7335
access@lincolncollege.edu

The Access Program

Thank you for your interest in the Access Program at Lincoln College. The Access Program is designed to support students with executive functioning challenges and assist in their transition to college. Through supportive, intense academic coaching, we aim to develop and encourage each student to become independent, confident, and successful learners.

Eligibility for the Program

The Access Program is housed within the Office for Disability Services (ODS) and is open to students on the Lincoln Campus who are registered with ODS. The program is designed for students who experience academic challenges due to ADHD, ASD, or other conditions impacting planning, organization, attention, and time management. Applicants must be accepted to Lincoln College in order to apply to the Access Program.

Application Procedure

1) After acceptance to Lincoln College, complete and submit the following documents to ODS:

a. **Lincoln College Disability Services Intake Packet**

Including the Diagnosing Professional Form or other appropriate documentation. *

b. **Access Program Application** (p. 3)

2) Schedule an appointment to meet with the Access Coordinator.

*Must be completed by the student's treating professional to establish the student's eligibility for services at the post-secondary level. An IEP expires upon graduation from high school and does not constitute appropriate documentation of a disability. The treating/diagnosing professional is a licensed physician, therapist, psychologist or psychiatrist that is involved in the treatment of the student.

Cost

Cost for the program is \$2,250 each semester. Students may register any point during their time at Lincoln College. The cost will be prorated for individuals who join the program after the beginning of a semester. Refunds are not available for cancellation; however, students may elect to opt out of the program at any time.

Services Provided

- **Access Prep Week**

Access Prep Week is a workshop required for all new Access students which is hosted prior to the fall semester. During this brief course, students enhance their note-taking and study skills, explore their personal strengths and learning styles, gain confidence navigating campus, and get organized for the start of the semester while building a supportive community with other Access students.

- **Weekly Meetings with an Access Coach**

Students are assigned to an Access Coach who meets with them two to three times a week throughout the semester. The coaching sessions aid students in their transition to college and help students build self-management skills. Coaches and students work on goal-setting, study strategy techniques, time management and organizational skills, and helping students hold themselves accountable for their learning.

- **Whole Group Workshops**

Occasional workshops with all of the Access students reinforce topics covered in coaching sessions, aid in building positive peer groups, and creating a community of learners.

- **Access Study Tables**

During Study Tables, Access students will have time to follow through on their organizational and study goals alongside their peers and Access Coach. Additionally, Study Hours encourage the use of tutoring services.

- **Parent Updates**

To encourage student independence while also maintaining accountability and collaboration with home life, the Access Coordinator will provide regular electronic updates via encrypted email. In these messages, notes on academic progress, attendance, meetings with their Access Coach, and use of tutoring facilities will be shared. Outside of the scheduled updates, the Access Coordinator is also available at any time to help parents navigate the Lincoln College system so that their questions and concerns are addressed.

- **Academic Advisement and Collaboration with Campus Resources**

Access Coaches collaborate closely with faculty and staff from various departments on campus, such as the Academic Success Center, Counseling Services, and Residence Life. This collaboration provides further support for students in many aspects of their college experience.

Confidentiality

The Access Program complies with the Family Educational Rights and Privacy Act of 1974. Please see Lincoln College's [Institutional FERPA Policy](#). To ensure FERPA protections, most communication regarding students will be in the form of encrypted email using Barracuda encryption software. Please contact the Coordinator for Disability Services and Access at 217-735-7335 or at access@lincolncollege.edu if you have any questions or with issues with this software.

Access Program Application

Please fill out the application below and submit before: **Friday, August 2nd**

Student and Parent/Guardian Information

Student name: _____ LC Student ID# _____

Birth date: _____ High school graduation date: _____

Guardian(s) name(s): _____

Student phone #: _____ Guardian phone #: _____

Student email: _____

Guardian email: _____

I. History of Support Services and Accommodations

Please list any special education support services that you received at other schools or privately:

If any special education support services were particularly helpful, please describe:

I. History of Support Services and Accommodations (continued)

Please list any related support services received (e.g. counseling, tutors, therapy, etc.):

Have you ever attended school in a self-contained classroom, taken classes in a resource room, or been enrolled in a specialized school? If yes, please describe:

II. Diagnostic Information

What is your **primary** diagnosis and when were you diagnosed?

Please list any social or behavioral issues you may have experienced. Examples may include anxiety, depression, inappropriate social interaction, periods of antisocial behavior, anger, or general misconduct:

Describe the steps that have been taken, so far, to resolve the social/behavioral problem:

III. Agreement and Checklist

I, _____, would like to register for the Access Program.

I understand that there is a fee of \$2,250 per semester that I am registered with the program. I

understand that the fee is non-refundable once the semester has begun, unless there are extenuating circumstances. In these instances, and at the sole discretion of the college, a partial refund may be given in accordance with the general credit/refund policy as stated in the Undergraduate Catalog.

Please indicate the statement below that best describes your Access enrollment and Access Prep Week attendance. Choose one of the following arrangements:

_____ I will be a new Access Student before this upcoming fall semester. I will be attending Access Prep Week prior to my first fall semester.

_____ I am a returning Access Student. I am not required to attend Access Prep Week.

Student Signature

Guardian Signature

New Access Student Application Check List:

_____ Completed Disability Services Intake Packet:

_____ Diagnosing Professional Form or other Professional Documentation

_____ Completed Access Program Application