Mission

It is the mission of Academic Services at Hilbert College to provide assistance to Hilbert students in a proactive, respectful, and professional manner. Of paramount importance to the fulfillment of this mission is the recognition of the unique and diverse needs of each student and the commitment to the pursuit of academic excellence and student success. The mission of Academic Services and the mission of Hilbert College assure that individuals with disabilities obtain equal access to all College programs and services.

Academic Advisement and Registration

- Repository of academic information for students.
- Location of past and current curriculum worksheets.
- Self-service and Angel information.
- Advisement on general academic requirements, policies and procedures.
- Details on General Education approved courses.

Reference Materials

- Solution manuals
- MLA and APA guidelines

Academic Service Office Hours:

- Monday 8:00 a.m. – 9:00 p.m.
- Tuesday 8:00 a.m. – 9:00 p.m.
- Wednesday 8:00 a.m. – 9:00 p.m.
- Thursday 8:00 a.m. – 9:00 p.m.
- Friday 8:00 a.m. – 4:00 p.m.

Contact for Individuals with Disabilities:

Debbie Dimitrovski
Hilbert College
5200 South Park Avenue
Hamburg, NY 14075

E-mail: ddimitrovski@hilbert.edu
Phone: 716-926-8866
Who is Eligible?

Services are provided to individuals with documented physical, sensory, neurological, chronic health, learning, psychological and other impairments who qualify under Section 504 of the Rehabilitation Act and the American with Disabilities Act. Students with temporary impairments may receive services on a short term basis.

How to Receive Services

In order to receive services/accommodations, students must:

1. Self-identify to the assistant director of Academic Services.
2. Provide documentation from a qualified professional such as a physician, licensed psychologist or other practitioner who is skilled in the diagnosis of disability.
3. Contact the assistant director of Academic Services to schedule a meeting to discuss appropriate services and/or accommodations.

Since all documents/records are held confidentially in the office of the assistant director, students must schedule an appointment each semester to obtain a confidential notification form to be distributed to current faculty. These notification forms contain only information regarding accommodations required.

* Successful accommodations require advanced planning. Please notify the assistant director of Academic Services in an effective and timely manner.

Services Available

Test Taking Services
- Extended time
- Reduced distraction environment
- Computer for essay exams
- Readers and/or scribes
- Alternate format

Physical and Technical Access
- Individual mobility orientation to campus
- Assistance obtaining books on CD, etext or braille
- Residential accommodations
- Adjustable computer workstations
- Assistive hearing services

Note Taking Services
- Permission to record lectures
- Volunteer note takers are recruited to assist in obtaining class notes

Assistive Resources
- Dragon Naturally Speaking
- Kurzweil
- Zoomtext
- Digital recorders
- Personal FM systems

Academic Counseling
- Time management
- Study skills
- Note taking strategies
- Test taking strategies

Other Services Available

Peer and Professional Tutoring
- FREE of charge.
- “Drop in” tutoring in writing, math and statistics available Monday – Thursday.
- Tutoring by appointment available in math, writing, accounting, statistics, psychology, sociology and science.
- Tutoring available upon request for other courses.
- Tutoring also available in the resident hall.

Study Groups
- Flexible meeting times
- Staff can assist with group activities
- Course specific