

## STUDENT ACCESS GUIDE ACCOMMODATIONS & SERVICES

### Student Responsibilities:

1. Arrive to all appointments on time.
2. Call or notify staff prior to an appointment if you are unable to attend.
3. Bring necessary supplies to all appointments (i.e. text book, syllabus, homework, class materials).
4. DRD will authorize the accommodations for your classes, but, you are responsible to follow through with your instructor and to notify your Disability Specialist if you have a problem.

### ACCOMMODATION LETTERS (AAA's)

- Meet with your Disability Specialist each semester to get your accommodation letters.
- For time-sensitive accommodations (sign-language interpreters, audio books, Braille, mobility assistants), meet BEFORE the semester begins to allow time to put them in place for the start of your classes.
- Give the accommodation letter to your instructor at a time when you are able to have a conversation about the accommodations you will be using. Office Hours are a good choice.
- If you have a substitute or your instructor is replaced, ensure they have a copy of your accommodations.
- If your accommodations are not in place or are denied, contact your Disability Specialist.

The following apply **only** if you have been authorized for the specific accommodation and you have given the accommodation letter to the instructor:

### NOTE TAKING

- For greater independence, investigate alternate means to gather notes in class (i.e., use of a recorder, smart pen, other technology or software, instructor supplied notes).
- If those choices are not a good option for you or the course, the instructor will try to recruit a volunteer.
- If a student volunteers, they should go to Support Services (Analy Village in Santa Rosa or Jacobs Hall in Petaluma) to receive instructions and supplies.
- If no one volunteers, please notify your Disability Specialist or Support Services to help recruit.
- You should arrange directly with the note taker the best way for you to receive the notes.
- Notify your instructor as soon as possible if your note taker is absent in class.
- Notify Support Services or your Disability Specialist if you have problems with your notes or note taker.

### RECORDER

- You may use any type of device to record the class lecture as long as it is not disruptive.
- You may only use the recording for personal, academic use.
- The only time an instructor can ask you to turn off the recorder in class is when other students or faculty are sharing personal information that will not be used for class grading.

### MOBILITY ASSISTANT (M.A.)

- The M.A. will provide support for physical access in a classroom as needed (getting materials out of back pack, setting up desktop, note taking, transcribing).
- The M.A. is **not** a tutor and does not help with understanding the class materials or homework and is not available outside of class time.
- You should speak quietly with your M.A. so you don't disturb the class.
- If your M.A. is absent, notify your instructor as soon as possible.
- Notify Support Services or your Disability Specialist if you have any problems with your M.A.

### SIGN LANGUAGE INTERPRETER/REAL TIME CAPTIONER

- Provide interpreting or captioning for academic content.
- Please refer to your Interpreter/Real Time Captioner Agreement for further responsibilities.

## **TESTING**

### **In Class:**

- It is advised to take your exam in or near your classroom if your instructor can provide the accommodations. This way you will have access to the instructor if you have questions.
- If the instructor cannot provide the accommodation, you may take the exam in DRD Testing.

### **At DRD Testing:**

- If you are approved for extra time on exams, try to schedule classes so you can start your exams at the same time as your class and use your extended time without impacting another class.
- If you have questions about the test, we will try to contact the instructor for clarification.
- Test Request Forms are due to DRD Support Services at least 7 days prior to the date of the exam and three (3) weeks before the date of the final.
- The form must be complete and signed by your instructor.
- Arrive promptly on the date of your exam.
- Bring all necessary materials.
- Only approved items are allowed in testing – all phones, food and other belongings are placed in lockers.
- Video monitoring of the test area is conducted at all times.
- Students caught cheating will have their instructor and Disability Specialist notified. It is your instructor's decision whether or not to proceed with the disciplinary process.

### **Transcribers:**

- Write or type information dictated by you if you have limited use of your hands, limited vision, or documented print disabilities severely impacting the ability to write.
- May not help with proof reading or editing your work.
- May not correct spelling errors unless the instructor has approved use of a spell checker or dictionary.

### **Readers:**

- Read aloud written materials if you have limited vision or documented print disabilities.
- May not provide answers or offer clarification or interpretation of a question or concept. If you have a question during an exam in DRD, ask the Support Services Specialist who will try to call the instructor.

*Transcribers & Readers may not provide answers, give clarification or interpretation of a question or concept.*

## **ALTERNATE MEDIA**

- For students who cannot easily use standard print materials due to their disability.
- Submit your request as soon as you register for classes.
- Requests can be made before you purchase your course materials.
- Proof of Purchase as soon as possible to expedite the process.

## **EQUIPMENT**

- You are responsible for any equipment loaned to you (recorders, smart pen, etc.).
- If you do not return equipment, your SRJC account will be charged the full amount of the equipment. This will block registration for classes until it is paid.

## **CLASSES**

- DRD and other departments offer specialized classes such as:
  - College Success
  - Career Development
  - Adaptive Physical Education

## **OTHER SERVICES**

- DRD Counselors can assist DRD students with academic and career goals.
- See your Disability Specialist to learn about other programs and services to support your goals.

**Meet with your Disability Specialist anytime you have questions or concerns about your accommodations.**