



Accommodation Guidance – In Person Classes

Updated April 2022

For In-Person classes ACCESS is requesting that students obtain a list of their individually approved accommodations from their MyACCESS student account. Students can log-in to their account from the ACCESS department website or by clicking on this hyperlink [MyACCESS](#)

Once the student obtains an electronic copy of their accommodation list, they should contact their professors, inform the professors of the specific accommodations they need for the class, and provide the professors with an electronic version of their approved accommodation list.

Students and professors are encouraged to read the accommodation guidance below for information about the accommodations and to become familiar with the student and professor responsibilities.

ACCESS faculty and staff are available to answer questions and can provide guidance for any accommodations not listed below. Please feel free to contact ACCESS by emailing access@mtsac.edu or by calling 909-274-4290. More information is available on the [Mt. SAC ACCESS web page](#).

The following accommodation descriptions and student/professor responsibilities are for general informational purposes only and are NOT intended for any particular student. Again, please refer to the student's accommodation list to verify approval.

Testing Accommodations

Please send any ACCESS Testing related emails to acesstesting@mtsac.edu

Extended Time for Exams: Student will receive a specified amount of extra time.

Student Responsibility: Inform your professor at least one week in advance that you would like to use the extended time accommodation for a specific exam. Request a test proctoring appointment from ACCESS at least seven days before your exam. Notify your professor of the day and time of your scheduled exam with ACCESS. If you are requesting an accommodation for a quiz, speak with your professor about possible arrangements.

Professor Responsibility: Discuss with the student whether you prefer that ACCESS proctor the exam or whether you plan to administer the exam apart from ACCESS. For exams proctored by ACCESS, provide the exam and any accompanying materials to ACCESS at least one day before the exam.

Please note: Students are expected to arrive on time to take accommodated exams. Late arrivals may result in a deduction in the amount of time allowed for the exam or may result in the exam being

returned to the professor incomplete. The appropriateness of the extended time accommodation for quizzes may take into account factors such as the length of the quiz, how much class time is allocated to the quiz, whether the quiz is graded, and the purpose of the quiz (e.g. to assess student learning, to ensure class attendance).

Distraction Reduced Testing: Student will take the exam in a location other than the classroom.

Student Responsibility: Inform your professor at least one week in advance that you would like the exam to be administered in an alternate location. Request a test proctoring appointment from ACCESS at least seven days before your exam or speak with your professor about an alternative location (e.g. faculty office, conference room).

Professor Responsibility: Discuss with the student whether you prefer that ACCESS proctor the exam or whether you plan to administer the exam apart from ACCESS. For exams proctored by ACCESS, provide the exam and any accompanying materials to ACCESS at least one day before the exam.

Please note: A distraction reduce environment may not be indicated in some testing situations (e.g. courses that require student interactions, lab environments with certain set-up demands). Please contact ACCESS to discuss unique situations.

Testing Scribe: An ACCESS employee will write the student's exact responses on exams and quizzes.

Student Responsibility: Consider the amount of writing expected on exams and inform ACCESS if you need a writing accommodation. Please consider your ability to perform expected tasks and advise ACCESS if you need assistance with using instructional materials (e.g. lab exams).

Professor Responsibility: ACCESS will arrange for a scribe to provide assistance for exams proctored by ACCESS. If your exam requires the manipulation of course materials or if the exam will not be proctored by ACCESS please contact ACCESS to discuss appropriate arrangements.

Please note: Students are advised that limits may exist regarding the extent of assistance that may be offered for exams requiring the manipulation of instructional materials given course objectives. Students are also advised that a scribe may not be indicated if the student can meet the writing requirements of the exam independently.

Testing Reader: An ACCESS employee or a technology application will read exam content word-for-word for exams and quizzes.

Student Responsibility: Contact ACCESS to request a reader for each exam for which you need the accommodation.

Professor Responsibility: ACCESS will arrange for a reader to assist the student for exams proctored by ACCESS. Contact ACCESS to discuss arrangements for tests not proctored by ACCESS.

Please note: Students are encouraged to consider the amount of reading required for specific exams, the complexity of the vocabulary used on the exam, and the student's ability to read the exam content independently. A reader may not be indicated should the student be able to read the exam content independently.

Testing Breaks: Student is permitted to take short breaks during exams.

Student Responsibility: Consider your need for breaks during an exam given the format and length of the exam. Inform ACCESS if you will need to take short breaks during a proctored exam. Clarify the number of allowable breaks and the length of time for each break.

Professor Responsibility: Advise ACCESS if you wish to request specific considerations for students taking breaks during proctored exams (e.g. asking that students not change answers made prior to the break, page by page test administration). Speak with the student regarding expectations.

Please note: The use of breaks as an accommodation is based upon the student's disability related needs. Students needing breaks for any other personal reason should speak with the professor. Students shall refrain from discussing the exam with other persons during breaks and should not review any class materials during the breaks. Any concerns about academic dishonesty should be directed to the Student Life Office.

Calculator for Exams: Student may use a basic four-function calculator.

Student Responsibility: Inform your professor of your request to use a calculator on exams. Use only an appropriate four function calculator. Request a calculator from ACCESS if you do not have an appropriate calculator. Students are advised that ACCESS may contact the professor to obtain information about the math expectations on tests and to discuss whether the use of a calculator would compromise the exam.

Professor Responsibility: Permit the student to use a four-function calculator. Inform ACCESS if the use of a calculator would potentially compromise the exam. Advise the student if you allow the use of calculators on exams in general.

Please note: The use of a calculator may not be appropriate for all classes that have math-related content.

Assistive Technology for Exams: Student will have access to necessary assistive technology (CCTV, Kurzweil, etc.).

Student responsibility: Request to use approved assistive technology when scheduling exams in ACCESS. Exams should be scheduled at least seven days in advance.

Professor Responsibility: Permit the student to take exam with ACCESS who will provide approved assistive technology.

Lecture Accommodations

Shared Notes: A copy of class notes will be provided by a classmate registered in the same class.

Student Responsibility: Consider your ability to take sufficient notes independently. If assistance is needed speak with a classmate and ask to obtain a copy of their notes or ask the professor for assistance locating a volunteer notetaker. Please have the peer notetaker contact ACCESS to discuss arrangements to receive payment for providing notetaking assistance.

Professor Responsibility: If requested, assist the student in locating a classmate to assist with taking notes.

Please note: To receive class notes as an accommodation students are expected to attend the class session.

Audio Recording of Classes: The student will record the class using their own recording device.

Student Responsibility: Provide your own audio recording device or borrow a recorder from the ACCESS front counter. Refrain from recording parts of the course that your professor does not consider appropriate to record. Record lectures for your personal educational use only and do not distribute, sell, or post the recordings online. Delete the recordings when no longer needed or at the end of the academic semester or term. Contact ACCESS with any questions or concerns.

Professor Responsibility: Allow the student to audio record the class. Advise the student about class content or activities that you do not consider appropriate to record. Contact ACCESS with any questions or concerns.

Please note: Students should be allowed to record portions of the class that cover content for which they will be graded on exams, quizzes, and course assignments. Students are encouraged to refrain from recording portions of the classes that involve open discussions or that involve the disclosure of confidential or private information. This accommodation does not require professors to record and post recordings and does not authorize the use of video recording. Concerns about the inappropriate use or distribution of class recordings should be directed to the Student Life Office.

In-Class Scribe: An ACCESS employee will write the student's exact responses for in-class assignments and may take notes during lectures.

Student Responsibility: Consider the amount of writing expected for in-class assignments and inform ACCESS if you need a writing accommodation. If the course requires the manipulation of materials, please consider your ability to perform the expected tasks and advise ACCESS if you need assistance with instructional materials (e.g. lab materials).

Students are advised that ACCESS may contact your professor regarding expectation for in-class and the use of classroom materials. ACCESS may consider alternatives, such as a peer notetaker, instead of an in-class scribe when appropriate.

Professor Responsibility: ACCESS may contact you to inquire on the class structure as it pertains to in-class writing assignments, the manipulation of materials, etc. in order to determine the appropriate accommodation. Please note that an alternative accommodation may be provided.

Should the scribe accommodation be appropriate ACCESS will assign and coordinate ascribe to join your class sessions.

Please note: Students are expected to notify ACCESS if they will not be present for a class session if a scribe is assigned to the course. Scribes may be asked to leave the class if students have not arrived within 10 minutes of the start of the class.

Personal Care Attendant (PCA): An individual not registered for the class will provide approved non-academic personal care and health related assistance during classes with live lectures and exams.

Student Responsibility: Consider what personal care and health related assistance you will need to receive during a class and advise your professor of the approved services that your PCA will provide. Provide ACCESS with the name of the PCA for each semester or term during which the PCA will be assisting you. Discuss any changes to the PCA's approved services with ACCESS prior to making any changes. Contact your professor should you need academic support or assistance during class.

Professor Responsibilities: ACCESS will provide the name of the PCA and information regarding the nature of the assistance to be given. Permit the PCA to provide approved assistance during class sessions or exams. Contact ACCESS with any questions or concerns.

Please note: The PCA shall only provide approved assistance. Concerns regarding possible academic dishonesty such as having the PCA engage in class activities on behalf of the student, having the PCA influence exam responses, or having high variability in the quality of academic work across class activities, assignments, and/or exams should be forwarded to the Student Life Office.

Adaptive Furniture: ACCESS will make arrangements for suitable furniture to be placed in the classroom.

Student Responsibility: Inform ACCESS about each class for which you believe you need specialized furniture. Provide your most up-to-date class schedule to ACCESS upon request.

Professor Responsibility: Ensure that the student has access to the furniture placed by ACCESS and relocate other students if needed.

Please note: Given the differences in furniture across classrooms, ACCESS may ask students to consider whether the standard furniture in a specific classroom can be used and may request student feedback regarding perceived difficulties with using the standard furniture.

Preferred Seating: Students may select to sit in a specific location in the classroom.

Student Responsibility: Inform your professor of the location in the classroom where you believe you need to be seated.

Professor Responsibility: Ensure that the student has access to seating in a preferred location. Assist relocating other students as needed.

Please note: Students are expected to arrive on time to class in order to receive preferred seating. Students arriving late may be asked to use an available seat.

Alternate Media: Provides the student with course material (e.g. textbooks, handouts, tests) in an accessible format (e.g. audio books, Braille, e-text).

Student Responsibility: Submit a request for alternate media to ACCESS and provide proof of textbook purchase. For classroom materials, please advise ACCESS of any course materials that you need to be converted into an accessible format (e.g. class handouts, etc).

Professor Responsibility: Provide information on class materials along with your class syllabus to ACCESS upon request.

Please note: Due to the length of time that may be needed to obtain and/or convert course materials into an accessible format, students are encouraged to make requests as far in advance as possible. ACCESS requests that professors provide course materials to ACCESS in either Word or PDF formats whenever possible.

Absences and Extensions

Time Extensions on Assignments: Provides reasonable flexibility with individual assignment deadlines due to a health condition. All assignment extensions must be appropriate given course expectations and learning objectives.

Student Responsibility: Inform your professor or ACCESS about your need for extensions on specific assignments. Complete the assignment by the agreed upon date if approved. All modified due dates should fall within the current academic term. Contact ACCESS with questions or concerns.

Professor Responsibility: Consider whether an extension is appropriate for a missed assignment given the nature of the assignment and the student's situation. Discuss expectations with the student regarding the revised due date and allow the student to turn in work on agreed upon date without loss of points. Notify ACCESS if you have questions or concerns about the student's request.

Please note: Limits may exist regarding the amount of extra time granted to turn in a missed assignment late as well the total number of assignments that can be turned in late. This accommodation is not intended to provide ongoing approval to miss assignment deadlines. Students are also encouraged to consider how much academic work can be managed when registering for classes.

Disability Related Absences: Provides reasonable adjustments regarding attendance requirements for individual class sessions when medically necessary absences occur. The student may need to reschedule exams or submit assignments after the due date due to a specific class session absence.

Student Responsibility: Inform your professor or ACCESS when you have a disability related issue that interferes with attending a class session. Comply with any agreed upon arrangements regarding making up for a missed class, rescheduling missed exams and quizzes, and turning in assignments when absent. Contact ACCESS if assistance is needed.

Professor Responsibility: Consider how much flexibility with attendance is appropriate given the nature of the class and the student's situation. Discuss with the student your expectations regarding making up for missed instruction, rescheduling missed exams and quizzes, and turning in assignments when absent. Notify ACCESS if you have questions or concerns about the student's request.

Please note: Limits may exist regarding the total number of classes that can be missed. This accommodation is not intended to provide ongoing approval to be absent or late to class.

Captioning and Interpreting

Sign Language Interpreting: An ACCESS sign language interpreter will provide sign language support during live online lectures.

Student Responsibility: Contact interpreters@mtsac.edu to make arrangements.

Professor Responsibility: ACCESS will place an interpreter in your class.

Real Time Captioning: An ACCESS employee will provide captioning services during live online lectures.

Student Responsibility: Contact interpreters@mtsac.edu to make arrangements.

Professor Responsibility: ACCESS will place a real time captionist in the class.