Services & Accommodations Available to Qualifying Students

Alternate Format Print Materials
Texts and other materials can be made available in digital format, and audio books or recordings are available as well through a number of downloadable computer programs such as Natural Reader Free, JAWS and Thunder, and other screen reader software. These programs may be available at the student’s expense. We will guide students with the acquisition of such aids. Free text enlargements are also available upon request.

Accommodated Testing
Extended time, readers, scribes, and distraction-reduced testing areas can be arranged.

Note taker's
Note taker’s in the class provide notes for eligible students. These notes can be photocopied or sent to the student by e-mail.

Sign Language Interpreters and Transcription Services
Trained sign language interpreters and transcriptionists may provide access to auditory classroom information for deaf and hard of hearing students.

Transition Assistance
Counseling, advising, peer mentors can be provided to students needing such support. We have a pool of hand selected juniors and seniors who are eager to befriend, encourage, and mentor freshman and other incoming students.

Unrestricted Campus Building Access
Upon request, we are happy to assist students with access to classrooms and meeting halls on campus. If you find any architectural barriers please fill out the online Barrier Alert form.

A Sampling of Accommodations Provided to Eligible Students:

- Preferred seating (at or near the front of the classroom)
- Allow student full view of the instructor's face – to accommodate lip reading
- Permission to audio record lectures
- Leniency with tardiness/punctuality to class, given student’s difficulty walking
- Please repeat comments or questions offered by other students in the classroom
- Extended time on examinations and quizzes (time plus ½)
- Testing in a reduced-distraction environment, as requested
- If playing a video recording or film during class, please use closed captioning/subtitles whenever possible
- Assign student a lab partner if measuring/manipulation of liquids or small objects is required
- Avoid oral testing of this student whenever possible
- Note-taking assistance, as requested by the student (please identify a student in your class with excellent note-taking skills that would be willing to email this material to the student or have his/her notes copied at the Student Services Office’s expense)
- Test questions read aloud and clarified, as appropriate for the course
- Permission to use a laptop computer or tablet in class for note taking
• Use of a scribe for in-class written work and on tests and quizzes (as appropriate for the course). This must be arranged in advance of each exam. Please also allow in-class electronic submission of exam/test responses using her laptop computer, when possible, and when appropriate measures can be utilized to insure the spontaneity/originality/integrity of the material being submitted.

• Spelling and grammatical errors marked but not penalized on in-class writing unless essential to the course.

• **Permission to use, during all class sessions and course related meetings or other activities, a microphone device and small laptop computer.** This will connect him with a remote transcription service which will transcribe for him (printing onto his computer screen), in real time, all lecture content and most classroom dialogue. Please place the microphone (supplied by the student before class) onto your lapel, collar, or provided lanyard for the duration of the class session. If a question is presented from the rear of the room, please repeat the question for the benefit of this student. The student’s microphone system cannot be used when the student is not present in class to complete the proper set-up and then connect online with the remote transcriptionist.

• If a time of small group discussion occurs, please allow the student to reposition the microphone in the center of his group area.

• Please provide written copies of all classroom or assignment instructions to this student.

• Permission to use a calculator for all work requiring math computation, unless the course focus is the development of such computation skills.

• Allow a fellow student permission to awaken student if she is observed asleep in class.

• Exempt student from being penalized or presumed disinterested if she is found sleeping in class. Instead, kindly awaken her or ask a nearby student to do so.

• Need for advanced notice to read aloud in class.