

Your Student Rights and Responsibilities Using a VISA

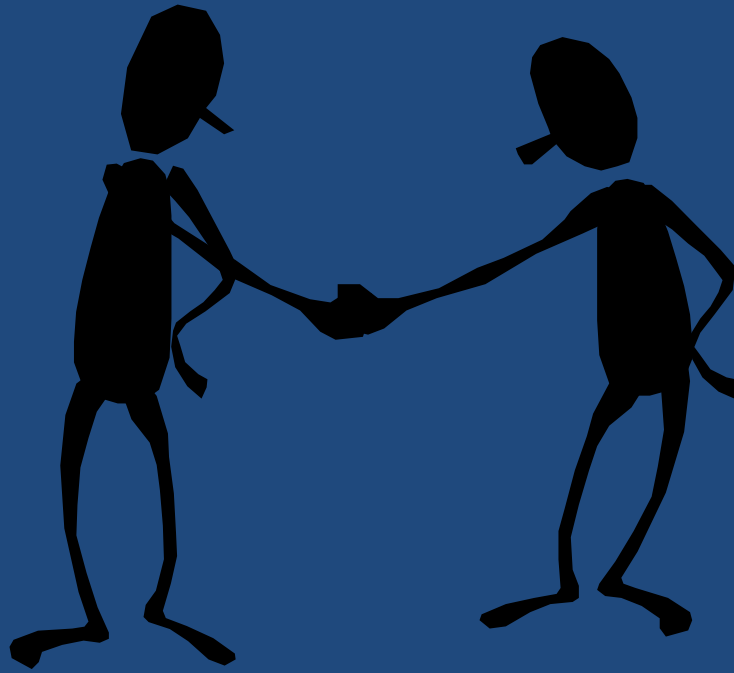




After your documentation has been brought in and the OSNS Learning Specialist has had a chance to go over the documentation with you, a VISA is set up, if needed.



A VISA (a term for Verified Individualized Services and Accommodations), is the list of student accommodations. These tools are meant to provide equal access to your education.



It simply lets your instructors know that you are a student registered with our office. It lists the accommodations we have agreed on.

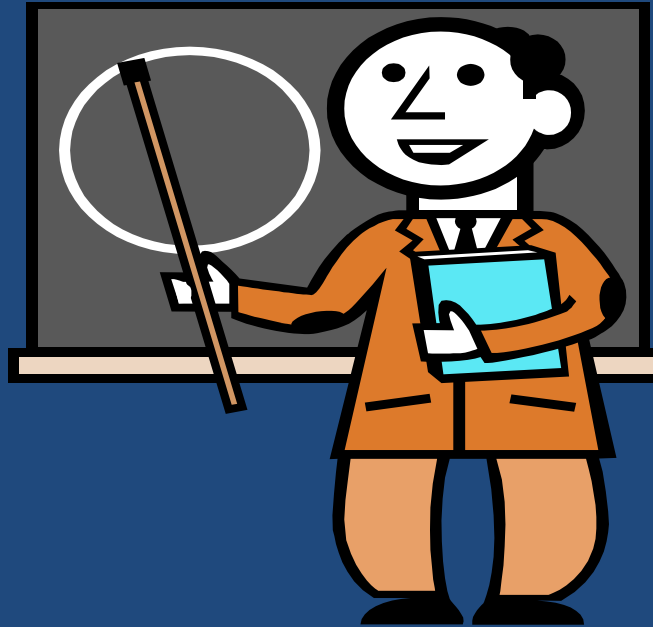


The VISA does NOT state WHY you are registered with the Office for Special Needs Services. You may choose to share as much or as little as you wish.



The documentation and conversations you have had with the Learning Specialist are strictly **confidential**.

Many students choose to sign a **Consent Form** that allows OSNS to have communication with LCCC instructors, family, or other licensed professionals.



You need to show a copy of your VISA to the instructor as early as possible. Giving your instructor a copy is highly suggested.



It would be in your best interest to meet privately with your instructor (during office hours or schedule an appointment) to discuss the details of your accommodations.

Ask questions like:

“ Would you prefer I contact you (AT LEAST 3 days in advance) by e-mail or telephone to let you know that I would like extended time for each exam/quiz?”

“ Would you like me to come to class on the day of the exam/quiz or go directly to the Testing Center?”

“ Are there any additional tools/resources that could help me in this subject area?”





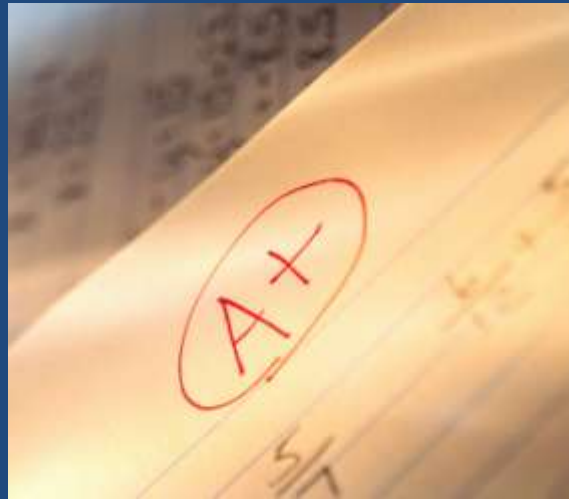
Good to Know

- You may choose when you want to use your accommodations. If you feel that you do not need them for a specific course, or a certain part of a course, you may choose not to use the accommodations.
- Each and every time you want to use an accommodation, you must give your instructor **at least 3 days advance** notice. This gives the Testing Center time to process your test.



Good to Know.....

- You are responsible for keeping track of the time on your test/exam
- The Testing Center will record when you pick up/drop off the exam
- If 1.5XT Testing Time is an accommodation on your VISA, make sure you understand how much extra time that means on your test.
- Extra time is **not** for papers, projects or other assignments



Good to Know....

- If Separate Room Testing is on your VISA, instructors are still going to send your exam/quiz to the Testing Center
- Please schedule (366-4058) a room with us at least 24 hours in advance to ensure that there is room and technology available
- Pick up your exam in the Testing Center and bring it to OSNS
- All Testing Rooms are equipped with video cameras to protect the integrity of the testing process



The most important thing to remember when using your VISA is that you are responsible for following through with the instructor and our office.



This may look different than high school when parents, teachers, counselors and specialists were advocates for you. They often checked to see that accommodations were put in place and followed through on your behalf.



Being a college student and adult puts you in the driver's seat. **You are your own advocate.** Asking questions until you understand is critical for your success.

Our office is happy to help when you are not sure of what that looks like.



We are happy you have chosen to register with OSNS and wish you much success at LCCC.