

USING YOUR ACCOMMODATIONS

INTRODUCTION:

The purpose of the Accommodation List is to assist you in communicating your needs to instructors.

The Accommodation List simply lets your instructors know you are a student registered with this office and wish to access your education using the tools on the Accommodation List.

Your Accommodation List states what accommodations you may use at the college level in your classes. This may look different than what you may have used in high school. Under the guidelines of the Americans with Disabilities Act of 2008 and the Rehabilitation Act of 1973, these are tools that are meant to provide you with equal access to an education.

The learning objective stays the same; the approach may vary.

Confidentiality:

The documentation and conversations you have had with a Learning Specialist will be kept confidential as required by law.

Many students do choose to sign a Consent Form which allows Accessibility Services to have communication with LCCC instructors, academic counselors, tutors, family, or other licensed professionals.

The Accommodation List does not state WHY you are registered with the AS office. You do not need to disclose any personal disability information unless there is a need to know situation (for example, the instructor is to call 911 and follow a certain protocol in the case of a seizure).

USING YOUR ACCOMMODATIONS:

Meet with your instructor to privately discuss the accommodations and **show and/or give your instructor the Accommodation List each semester**. Refer to the instructor's office hours and contact info on the syllabus to schedule this time. Instructors are under no obligation to provide accommodations to a student who does not review the Accommodation List with him/her.

The meeting between you and the instructor gives you an opportunity to have a discussion on how to best approach the course. Many students find this meeting time is great for getting to know the instructor, for becoming more familiar with the course expectations and for approaching the instructor in the future. The Academic Support Center is also a great resource for one-on-one support for all students and is available free of charge.

Your Accommodation List has an expiration date (upper right hand corner). This simply means that you need to schedule an appointment to renew your accommodations. This renewal date also gives you an opportunity to touch base with a Learning Specialist to discuss any concerns you might have.

If a concern arises sooner, please contact the AS office to schedule an appointment.

During your intake you may request to have an electronic copy of your Accommodation List sent out to your e mail. The Accommodation List is good for online courses.

In certain instances, the Learning Specialist, with student consent, may assist you in providing advanced notice to instructors if special arrangements need to be made like the use of a service animal, a special classroom arrangement, the use of an interpreter, the use of certain technology, etc.

You may choose when to use your accommodations. If you feel you do not need them for a certain course, you may choose not to use them. However, your accommodations are not retroactive—you cannot decide after a test that you wanted to use extended time or test in a quiet space, etc.

Stay in contact with instructors and AS to provide reminders of any planned changes in status, accommodations, emergencies or other concerns-you are responsible for follow through.

Students with or without disabilities must follow the same campus guidelines that are listed in the Campus Code. These guidelines list both the rights and responsibilities of all students and can be found at: <http://www.lorainccc.edu/campus+security/code+of+conduct.htm>

TESTING:

If you have extended time for testing you will need to remind the instructor **3 business days in advance of every test or quiz (your Accommodation List is also good for quizzes) that you would like to take your test with this accommodation.** This gives the instructor time to make any necessary arrangements like getting your exam to the Testing Center, etc.

If Separate Room Testing is an accommodation on your Accommodation List, **please reserve your room at least 3 business days in advance.**

*** Please note that during finals week, our testing rooms are heavily booked & it is recommended that you schedule your testing room at least 2 weeks in advance.**

Phone: 440-366-4058 or Email: accessibility@lorainccc.edu to schedule.

If you are not able to make your scheduled testing time, or if you have chosen another testing option, such as the testing center, please alert the Accessibility Services staff prior to your testing time. Showing up late for your testing appointment or not showing up at all could result in your testing room being given to another student, or even termination of private testing room accommodations if repeated consistently.

You may also decide that the Testing Center meets your need for separate room testing and choose to test there. Refer to the Testing Center's site for guidelines: www.lorainccc.edu/testing-and-assessment/

All testing rooms are equipped with video cameras to protect the integrity of the testing process.

You are responsible for keeping track of the time on your test/exam. For in-person testing, the Testing Center will record when you pick up and drop off the exam. If 1.5x is an accommodation on your Accommodation List, make sure you confirm with your instructor how much extra time that means for you.

If you have extended time and one of your courses has a lecture/lab sequence with a test given during lecture time and a lab after, you will want to discuss with your instructor how you can get the extended time consideration and not miss the lab that follows.

Any time conflict needs to be discussed with your instructor.

Extended time is not for assignments, papers, projects, etc. Please follow the due dates on your syllabus.

SERVICE REQUEST GUIDELINES:

If it has been determined during your intake that you need any of the following, please be aware that you will need to follow the timely request guidelines so that individuals, technology, or space, etc. can be made available to you when you need it. You may contact Accessibility Services at 440-366-4058 or accessibility@lorainccc.edu for arrangements.

Interpreting: The AS office needs to know your interpreting needs and initial semester schedule **4 weeks in advance of the start of the semester**. Any changes in your normal schedule such as a changed time or cancelled class requires 3 days advance notice or as soon as you are notified of any upcoming changes.

Note taking or Scribing: **4 weeks in advance to the start of the semester** for initial scheduling and **3 business days** (M-F) in advance for changes to your schedule.

Failure of Students to Appear: For any given class, if the student misses the equivalent of one week of instruction, regardless of whether the Accessibility Services Office was notified, interpreting or notetaking/scribing services will be suspended until the student contacts the Learning Specialist in the Accessibility Services Office.

Separate Room Testing: **3 business days** prior to test time to schedule a quiet room.

Assistive Technology Needs (including e books): **A minimum of 2 weeks in advance to the start of the semester** and **3 business days** in advance of any changes to your normal schedule.

OTHER HELPFUL INFORMATION:

You may want to sign up for the emergency text alert to receive notice of LCCC closings or anything of concern to the campus community. Sign up is at: www.lorainccc.edu/alerts

If you are a student with a disability who may need emergency evacuation assistance, please discuss this with the Learning Specialist.

If you need accessible parking, these areas are indicated on the campus map (online).

NON-DISCRIMINATION:

Lorain County Community College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity or its expression, disability, age, religion or veteran/military status in its program or activities.

If your accommodation needs are not being met or you have a discrimination concern, please contact the Accessibility Services office to discuss this and see what might be done to resolve the issue. Please know that there is an interactive process in place to address your concerns internally (grievance process-located on the LCCC Accessibility Services website) and/or externally (see Office of Civil Rights posting on the Accessibility Services website).

Mary Murphy—Manager of Adult Initiatives (can meet to discuss ADA concerns)

Phone: 440-366-7674, Email: mmurphy@lorainccc.edu, Location: College Center 234

Customer Service Team, Office for Civil Rights, U.S. Department of Education, Washington, DC., 20202-1100. Phone: 1-800-421-3481, TDD: 1-877-521-2172. Email: ocr@ed.gov. Website: www.ed.gov/ocr.

Ohio Legal Rights Service: Phone/TDD: 614-766-7264, Fax: 614-644-1888

LEARNING SPECIALISTS

If anything changes in your status or you have questions, please schedule an appointment with a Learning Specialist to see how we might be able to help.

Kelly McLaughlin

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Rachel Wagner

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Accessibility Service, College Center 234

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