

# Student Request for Classroom Accommodations

Disabled Student Programs & Services

Student's Name: \_\_\_\_\_ Mt. SAC ID #: \_\_\_\_\_

Summer    Fall    Winter    Spring                      Year: \_\_\_\_\_

I will allow my disability information released to the individuals below:  yes    no

**Examples of accommodations requested**

- *Test taking:*    **additional time, distraction-reduced area, reader**
- *Lecture:*        **adaptive furniture, notetaker, audio-taping**

Instructor	Class	Accommodation Requested
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

✓ \_\_\_\_\_  
*Student Signature (Required)*
*Date*

**EARLY REQUESTS FOR SERVICES ARE ENCOURAGED.**  
**LATE REQUESTS MAY BE SUBJECT TO DELAYS IN SUPPORT.**

Do you want a copy of your completed accommodations?  Yes    No

If Yes, please provide mailing address: \_\_\_\_\_  
 \_\_\_\_\_

**PLEASE ATTACH COPY OF YOUR CURRENT CLASS SCHEDULE AND COURSE SYLLABUS**

# Mt. San Antonio College

## Disabled Student Programs & Services

### Guidelines for Requesting Classroom Accommodations

**What are classroom accommodations?** Accommodations are adjustments or changes in the way an individual receives, retains or demonstrates knowledge. Usually accommodations are prescribed for students whose disabilities cause educational barriers in being able to receive, retain, or demonstrate knowledge. Accommodations are authorized for students to allow them to compete fairly with their non-disabled classmates. Some common examples of accommodations include: tape recording lectures, notetakers, alternate format of classroom material (braille, e-text, enlargements), front row seating, extra time to complete exams, adapted furniture, and sign language interpreters.

**How are accommodations determined?** Accommodations are based on a person's disability, the limitations or barriers caused by that disability, and the classes that he or she is taking.

**How do I apply for accommodations?** Every semester you complete and turn in a Student Request for Classroom Accommodations form (on reverse side). If you need assistance in completing this form, your DSP&S counselor or staff member can help.

**Why do I have to apply for accommodations every semester?** Every semester you need to apply for accommodations because the type of accommodations change depending on the class(es) you are taking.

**When can I apply for accommodations?** We recommend you apply (turn in the form) 2 weeks before the semester begins. However, you can apply for accommodations any time during the semester.

**What happens after I apply for accommodations?** Your DSP&S counselor will receive the form you fill out, review it, and either approve the accommodations you requested or call you if there are questions or concerns. Then your instructors are notified of your accommodation needs.

**How are my instructors notified of my accommodation needs?** Once your DSP&S counselor approves your request for accommodations, he or she will complete an Accommodations Authorization form. DSP&S will deliver the completed Accommodations Authorization form to the instructor(s) on your behalf and a copy of that form will be available for you in the DSP&S office. We recommend that you discuss your accommodation needs with your instructor.

**What do I do if my instructors don't allow the accommodations?** Notify your counselor or DSP&S staff member immediately. We will work out the specifics with your instructor.

**Questions or comments?** Call the Student Services Program Specialist at DSP&S at (909) 594-5611, extension 4290.