



Accommodation Guidance- Remote Instruction

Due to operational changes associated with COVID-19 and the transition to temporary remote instruction, ACCESS is requesting that students provide their professor with their personalized list of counselor approved accommodation(s). Please refer to that document as verification of the students' approved accommodation(s). In addition, please note that the accommodation list provided by the student may not be appropriate for every class.

ACCESS faculty and staff members 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.

Extended Time for Exams:

Student will receive a specified amount of extra time.

Student Responsibility: Inform your professor for each exam for which you are requesting extended time. Provide a copy of your approved accommodation list upon request to your professor.

Professor Responsibility: Adjust the amount of time provided to the student either in Canvas or in another appropriate way if administering exams outside of Canvas.

Please note: The specific amount of time granted for this accommodation may be based upon the amount of time that the class meets for classes with set class times and the standard time that would be given for the test if administered during a traditional on-campus class session.

Testing Breaks:

Student is permitted to take short breaks during exams.

Student Responsibility: Inform your professor if you will need to take short breaks during an exam. Abide by academic integrity standards during breaks. Provide a copy of your approved accommodation list upon request to your professor.

Professor Responsibility: Add additional time for the student in Canvas or in another appropriate way if administering exams outside of Canvas. Time associated with breaks should be in addition to any time provided by the extra time accommodation. Contact ACCESS if you have questions about the recommended amount of additional time that may be appropriate.

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.

Professor Responsibility: Coordinate with ACCESS to make arrangements for a testing scribe to join your class. This may involve adding the scribe as a "guest" in Canvas to allow them access to course materials. Inform ACCESS about your expectations regarding how exams are to be returned to you.

Testing Reader:

An ACCESS employee will read exam content word-for-word for exams and quizzes.

Student Responsibility: Consider the amount of reading required on quizzes and exams and inform ACCESS if you need a reading accommodation.

Professor Responsibility: Coordinate with ACCESS to make arrangements for a reader to join your class. This may involve adding the reader as a "guest" in Canvas to allow them access to test content. Please note that Canvas has text to speech capabilities through the ReadSpeak function. Students are encouraged to consider this feature as an alternative to having a reader. Information about the Read Speak feature can be obtained at the [Mt. SAC Readspeak web page](#).

Shared Notes:

A copy of the notes will be provided by a registered student in the same class for classes with live online lectures.

Student Responsibility: Consider whether instructional materials posted online by the professor will meet your need for notes. Inform your professor if you need assistance in locating a classmate to help you with taking notes. Develop an agreed upon arrangement to receive the notes from the note taker. Provide the name of your note taker to ACCESS so that they can be contacted regarding the possibility of payment.

Please note that you are expected to attend class in order to receive notes.

Professor Responsibility: Assist the student in locating a classmate to assist with taking notes upon request.

In-Class Scribe:

An ACCESS employee will write the student's exact responses for in-class assignments and may take notes during live online lectures.

Student Responsibility: Consider whether you can manage in-class writing assignments on your own and inform ACCESS if you need extra assistance. Please note that ACCESS may contact your professor regarding in-class writing expectations and may consider alternatives such as a peer note taker instead of an in-class scribe.

Professor Responsibility: Coordinate with ACCESS regarding arrangements to have a scribe to join your class. This may involve adding the scribe as a “guest” in Canvas to grant access to course materials.

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: Discuss with professor your need for an extension on an individual assignment. Complete the assignment by the agreed upon date. All agreed upon due dates should fall within the current academic term. Notify ACCESS if assistance is needed.

Please note that 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.

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.

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 when you have a disability related medical 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.

Please note that 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.

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.

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: Contact interpreters@mtsac.edu to make arrangements. This may involve adding the interpreter as a “guest” in Canvas to grant access to the 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: Contact interpreters@mtsac.edu to make arrangements. This may involve adding the captionist as a “guest” in canvas to grant access to the class.