



# Student Request for Classroom Accommodations

Accessibility Resource Center for Students

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

Mt. SAC email: \_\_\_\_\_@student.mtsac.edu Phone Number: \_\_\_\_\_

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

- Early requests for services are encouraged
- Late requests may be subject to delays in support
- Please attach copy of your current class schedule (Log on to your student account, click on student tab, click on #11 and print)
- Do not request accommodations for wait listed classes until you have successfully added them
- Request only accommodations that have been pre-approved by an ACCESS Counselor (Refer to your *Academic Accommodations Plan*)

**Examples of possible accommodations to request:**

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

Instructor	Class	Classroom/Lecture Accommodations	Testing Accommodations
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I will allow my disability information released to the individuals above.



\_\_\_\_\_ Student Signature (Required)

\_\_\_\_\_ Date

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

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

\_\_\_\_\_ Zip Code: \_\_\_\_\_

# Mt. San Antonio College

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### 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 ACCESS 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) as soon as you register for classes. However, you can apply for accommodations any time during the semester.

**What happens after I apply for accommodations?** Your ACCESS 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 ACCESS counselor approves your request for accommodations, he or she will complete an Accommodations Authorization form. ACCESS 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 ACCESS 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 ACCESS staff member immediately. We will work out the specifics with your instructor.

**Questions or comments?** Call the Student Services Program Specialist at ACCESS at (909) 274-4290.

Mt. San Antonio College  
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**Classroom Testing Contract**  
(Student's Contract)

1. In order to be eligible to test in the ACCESS department you must first obtain and fill out a *Request for Accommodations* form from the ACCESS front counter each semester. This allows ACCESS to inform your professor(s) in writing of your accommodation needs.
2. It is your responsibility to carefully discuss with your professor(s) important details such as time and dates of exams.
3. All make-up tests must be completed before finals week.
4. Make an appointment **at least 48 hours (2 business days)** before your testing date. Deadline for testing appointments for finals week will be the **Friday before** finals week. Remember when scheduling your testing appointment to request any approved accommodations such as: reader, computer, CCTV, scribe, etc. Failure to do so may cause a delay in taking your test. **Be on time!!** Students arriving more than 20 minutes late will not be allowed to take their test.
5. Be aware that an authorized ACCESS employee proctors **ALL** tests.
6. Students will not be permitted to leave the testing room for any reason unless prior arrangements have been made. If a restroom break is absolutely necessary and prior accommodations have not been arranged, your timer will **NOT** be stopped. If you leave the testing room without permission your test is over.
7. All tests will be administered and returned as specified by your professor on the blue *ACCESS Test Instruction Form*. All scratch paper will be collected with tests. A signed note or phone instruction from your professor is the only way that the test instructions will be altered. Any deviation from the test instructions will be noted and returned to the professor with the test. We do not accept homework, only tests.
8. Please come prepared with only the items you need and are authorized to have to complete your test. Any electronic devices used as accommodations in a test situation must be approved by a ACCESS counselor in advance. **Otherwise, cell phones or any electronic devices of any type are NOT allowed in the testing rooms.** Test will be terminated if you have unauthorized items/materials in the testing area.

**I received, read, and understand my responsibilities as a student utilizing the testing accommodations at the ACCESS Center. Failure to abide by the rules can lead to discontinuation of testing services at the ACCESS Center.**

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

Print Name

Mt. SAC ID#

Signature

Date