



Student Request for Classroom Accommodations

Accessibility Resource Centers 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 copy of the Educational Accommodations form)

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, note takers, 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.