

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

INSTRUCTIONS FOR STUDENTS WITH ACCOMMODATIONS

A student may show you a card/email containing a particular accommodation that you must provide to the student in your classroom. If so, here are some solutions that you can implement.

Accommodation: Extended time and/or a quiet environment for tests AND Tests read aloud using the screen reader

Solution: Students are able to get extended time on tests, a quiet environment and test read aloud using a screen reader in the Haskell Hall Assessment Center. If a student requests extended time, he/she is allowed **double time**. Follow the procedures for Make-up Testing provided by the Assessment Center. It is the student's responsibility to remind instructors that he/she would like extra time. The instructor then sends the test, along with a completed "**Proctored Test Instructions**" form (available under faculty resources on the website), to either HK B25 or testingcenter@lc.edu. *Please be aware that, in order to receive extended time, a student may need to take their test either on a different day or at a different time, depending on the class schedule of the student.*

NOTE:

- If you give your tests using Blackboard, you can extend the time for one student on the Test Options page. Please call or email Bb Support for help: bb-support@lc.edu and 618-468-2610
- If a test needs to be read aloud using a screen reader; the test needs to be on Blackboard, a PDF or a Word Document.

Accommodation: Volunteer note taker

Solution: For students who benefit from a volunteer note taker, we ask your help in locating a volunteer in your class willing to share a copy of class notes.

The following announcement may be useful if you need to request volunteers from the entire class:

Center for Access and Accommodations is looking for a volunteer in this class willing to share a copy of class notes with another student. This is an excellent community service and an opportunity to help improve your own learning techniques. If you are interested or would like more information, please see me at the end of class today.

If a reliable volunteer cannot be located during the first week of classes, please let Center of Access and Accommodations know so other arrangements can be made.

Accommodation: Enlarged tests and/or handouts

Solution: All of our campus photocopy machines have ledger paper available. Please enlarge tests and handouts to the largest possible magnification, usually around 140%. If you need assistance, please see your division assistant or contact our office.

Accommodation: Scribe for testing

Solution: If a student is unable to write, it is the student's responsibility to inform you and contact our office for an appointment to have a scribe available.

Accommodation: Accessible furniture

Solution: If the student has made his/her need known to our office, special furniture is placed in the classroom prior to the beginning of the semester. Please let the Center of Access and Accommodations know at 468-4121 know if requested furniture is not in place. Faculty should not move accessible furniture from one classroom to another.

If you have ANY questions regarding a student and his/her accommodations, please contact **Center of Access and Accommodations at 618-468-4121 or access@lc.edu**.

For Disabilities - Please include the following statement in your course outline:

ACCOMMODATION STATEMENT TO INCLUDE IN COURSE OUTLINES:

If you need an accommodation based on the impact of a disability, inform me as soon as possible, You can request accommodations at www.lc.edu/access or contact the Center of Access and Accommodations at (618) 468-4121 or access@lc.edu. Center for Access and Accommodations is located in Caldwell 2320.

Counseling: Counseling is by appointment and on an emergency walk-in basis. Visits are confidential, free of charge, and include counseling for crisis intervention, brief therapy, academic issues, test anxiety, community resources, and referrals. Contact Center of Access and Accommodations in Caldwell Hall 2320 (618-468-4121).

Veteran Services: We support our veteran and service member students and their families by providing a Veteran Services Department and a Veterans' Resource Center. This department supplements the assistance provided by Enrollment, Advising and Financial Aid. You can confidentially discuss academic or personal issues. Referrals will be made as needed to campus and/or community assistance. Contact Veteran Services in Baldwin Hall 2418 (618-468-5500).