Procedures for Requesting and Accessing Accommodations

In order to receive an accommodation, a student must

1. Provide current documentation from an appropriate, qualified professional to the disAbility Counselor (please see “PHCC Guidelines for Documenting a Disability”).

2. Meet with the disAbility Counselor each semester to determine which accommodations will be appropriate for classes for the current semester. Even if a student had the same instructor in a course for a previous semester, the student must still meet with the DisAbility Counselor to discuss accommodations. Receiving an accommodation in a course one semester does not necessarily mean the student will automatically receive it again the next semester. It is the student’s responsibility to contact the disAbility Counselor to discuss with him/her what will be appropriate for each course each semester.

Students’ responsibilities for accessing specific accommodations:

Notetaking Assistance:

1. See the disAbility Counselor to discuss difficulties taking notes
2. Sign notetaking agreement for classes in which you receive notetaking assistance
3. Still take notes in class (class attendance is required). For classes for which you are absent, you are responsible for getting your own notes.
4. Pick up notes in SSS office or from your notetaker in the classroom
5. MUST NOTIFY SSS OFFICE IF YOU DROP THE COURSE AND/OR NO LONGER NEED NOTES FOR THE COURSE

Recorded/Electronic Textbooks:

1. See the disAbility Counselor as early as possible since it may take awhile for text CD’s or electronic texts to arrive
2. Check out text CDs and CD player
3. return text CDs and CD player at end of semester
4. IF YOU DO NOT RETURN TEXT CD’S AND/OR CD PLAYER, you will not be allowed to register for classes for subsequent semesters and a financial obligation in the replacement costs will be placed on your academic and financial aid records

Taking tests with additional time:

1. See the disAbility Counselor to complete Faculty Accommodations Form
2. Present form to instructor and return signed copy to disAbility Counselor
3. When test date is announced, remind instructor of your accommodation and determine if he/she prefers you to come to class early, stay after class, or go to Testing Center to take test.
Taking tests with a reader:

1. See the disAbility Counselor to complete Faculty Accommodations Form
2. Present form to instructor and return signed copy to disAbility Counselor
3. When test date is announced, immediately contact Student Support Services office to schedule an appointment for a reader (live reader, recorded test, or scanning software)
4. Remind instructor to send test to Student Support Services office
5. Same day of the test – come to Student Support Services office to take test with reader

Taking tests with a scribe:

1. See the disAbility Counselor to complete Faculty Accommodations Form
2. Present form to instructor and return signed copy to disAbility Counselor
3. When test date is announced, immediately contact Student Support Services office to schedule an appointment for a scribe
4. Remind instructor to send test to Student Support Services office
5. Same day of the test – come to Student Support Services office to take test with a scribe

Taking tests in Reduced Distraction Location:

1. See the disAbility Counselor to complete Faculty Accommodations Form
2. Present form to instructor and return signed copy to disAbility Counselor
3. When test date is announced, immediately contact Student Support Services office to schedule an appointment for to take the test in the Student Support Services office
4. Remind instructor to send test to Student Support Services office
5. Same day of the test – come to Student Support Services office to take test

Tests taken with an accommodation should be taken at the same time and the same day that the instructor has set for the entire class. Should this not be possible for a given test, every attempt to take the test as close to the assigned day/time should be made. Tests taken at a different day/time must be approved by the instructor and Student Support Services staff.