



Accommodation Guidance – In Person Classes

For In-Person classes ACCESS is requesting that students obtain a list of their individually approved accommodations from their MyACCESS student account. Students can log-in to My ACCESS from the ACCESS website located at www.mtsac.edu/access

Once the student obtains an electronic copy of their accommodation list, they should contact their professors, inform the professors of the specific accommodations they need for the class, and provide the professors with an electronic version of their approved accommodation list. Students and professors are encouraged to read the accommodation guidance below for information about the accommodations and to become familiar with the student and professor responsibilities.

ACCESS faculty and staff 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 ACCESS website located at www.mtsac.edu/access

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.

Testing Accommodations

The ACCESS testing center can be reached by email at acesstesting@mtsac.edu or by phone at 909-274-4288. The testing center is located in the Student Services Building (Building 9B, First Floor).

Extended Time for Tests and Quizzes: Student will receive a specified amount of extra time.

Student Responsibility: Inform your professor at least one week in advance that you would like to use the extended time accommodation for a specific test. Request a test proctoring appointment from ACCESS at least seven days before your test by emailing acesstesting@mtsac.edu or calling 909-274-4288. Notify your professor of the day and time of your scheduled test with ACCESS.

Professor Responsibility: Discuss with the student whether you prefer that ACCESS proctor the test or whether you plan to administer the test apart from ACCESS. For tests proctored by ACCESS, provide the test and any accompanying materials to ACCESS at least one day before the test.

Please note: Students are expected to arrive on time to take accommodated tests. Late arrivals may result in a deduction in the amount of time allowed for the exam or may result in the test being returned to the professor incomplete. The appropriateness of the extended time accommodation for quizzes may take into account factors such as the length of the quiz, how much class time is allocated to the quiz, whether the quiz is graded, and the purpose of the quiz (e.g. to assess student learning, to ensure class attendance). In most cases, quizzes will be administered by the professor.

Distraction Reduced Testing: Student will take the test in a location other than the classroom.

Student Responsibility: Inform your professor at least one week in advance that you would like the test to be administered in an alternate location. Request a test proctoring appointment from ACCESS at least seven days before your test or speak with your professor about an alternative location (e.g. faculty office, conference room). Contact ACCESS by emailing accesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: Discuss with the student whether you prefer that ACCESS proctor the test or whether you plan to administer the test apart from ACCESS. For tests proctored by ACCESS, provide the exam and any accompanying materials to ACCESS at least one day before the test.

Please note: A distraction reduced environment may not be indicated in some testing situations (e.g. courses that require student interactions, lab environments with certain set-up demands). Please contact ACCESS to discuss unique situations.

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 tests and inform ACCESS if you need a writing accommodation. Please consider your ability to perform expected tasks and advise ACCESS if you need assistance with using instructional materials (e.g. lab exams). Schedule an accommodated test or quiz with ACCESS at least a week in advance by emailing accesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: ACCESS will arrange for a scribe to provide assistance for tests proctored by ACCESS. If your test requires the manipulation of course materials or if the test will not be proctored by ACCESS please contact ACCESS to discuss appropriate arrangements.

Please note: Students are advised that limits may exist regarding the extent of assistance that may be offered for tests or quizzes requiring the manipulation of instructional materials given course objectives. Students may be asked to spell out any technical words that require accurate spelling on the test.

Students are also advised that a scribe may not be indicated if the student can meet the writing requirements of the test independently. Professors may be contacted by ACCESS to inquire about how much writing is expected for tests.

Testing Reader: An ACCESS employee or a technology application will read test content word-for-word for exams and quizzes.

Student Responsibility: Contact ACCESS to schedule an accommodated test or quiz at least a week in advance by emailing acesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: ACCESS will arrange for a reader to assist the student for tests proctored by ACCESS. Contact ACCESS to discuss arrangements for tests not proctored by ACCESS.

Please note: Students are encouraged to consider the amount of reading required for specific tests, the complexity of the vocabulary used on the test, and the student's ability to read the test content independently. A reader may not be indicated should the student be able to read the test content independently.

Testing Breaks: Student is permitted to take short breaks during tests.

Student Responsibility: Consider your need for breaks during a test given the format and length of the test. Inform ACCESS if you will need to take short breaks during a proctored test. Clarify the number of allowable breaks and the length of time for each break.

Professor Responsibility: Advise ACCESS if you wish to request specific considerations for students taking breaks during proctored tests (e.g. asking that students not change answers made prior to the break, page by page test administration). Speak with the student regarding expectations.

Please note: The use of breaks as an accommodation is based upon the student's disability related needs. Students needing breaks for any other personal reason should speak with the professor. Students shall refrain from discussing the exam with other persons during breaks and should not review any class materials during the breaks. Given the brief nature of many quizzes breaks during quizzes may not be indicated.

Calculator for Tests and Quizzes: Student may use a basic four-function calculator.

Student Responsibility: Inform your professor of your request to use a calculator on tests. Use only an appropriate four function calculator. Request a calculator from ACCESS if you do not have an appropriate calculator. Students are advised that ACCESS may contact the professor to obtain information about the math expectations on tests and may discuss whether the use of a calculator would compromise the exam.

Professor Responsibility: Permit the student to use a four-function calculator. Inform ACCESS if the use of a calculator would potentially compromise the test. Advise the student if you allow the use of calculators on tests in general.

Please note: The use of a calculator may not be appropriate for all classes that have math-related content.

Enlarged Tests and Quizzes: Student will receive enlarged exams and quizzes.

Student Responsibility: Inform your professor about your need for enlargement and your preferred font size for each test at least a week in advance. For exams proctored by ACCESS, schedule a testing appointment at least a week in advance by emailing accesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: Provide enlarged tests and quizzes to ACCESS for exams proctored by ACCESS. If you are unable to provide enlarged documents please contact ACCESS for assistance at least 3 business days before the test is administered.

Please note: Technical questions regarding enlargement should be directed to altmedia@mtsac.edu or accesstesting@mtsac.edu. If assistance is requested from ACCESS, please provide a digital copy of the exam in MS Word format if possible. In some cases, the use of computer monitors with enlargement capabilities may be utilized instead of printed exams or quizzes.

Assistive Technology for Tests and Quizzes: Student will have access to necessary assistive technology (CCTV, Kurzweil, etc.).

Student responsibility: Request to use approved assistive technology when scheduling tests in ACCESS. Schedule a testing appointment with ACCESS at least a week in advance by emailing accesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: Permit the student to take test with ACCESS who will provide approved assistive technology.

Please note: Technical questions regarding use of technology should be directed to altmedia@mtsac.edu or accesstesting@mtsac.edu.

Lecture Accommodations

Shared Notes: A copy of class notes will be provided by a classmate registered in the same class.

Student Responsibility: Consider your ability to take sufficient notes independently. If assistance is needed speak with a classmate and ask to obtain a copy of their notes or ask the professor for assistance locating a volunteer notetaker.

Professor Responsibility: If requested, assist the student in locating a classmate to assist with taking notes.

Please note: To receive class notes as an accommodation students are expected to attend the class session. Students volunteering to serve as peer notetakers should contact ACCESS to inquire about possible payment.

Audio Recording of Classes: The student will record the class using their own recording device.

Student Responsibility: Provide your own audio recording device. Refrain from recording parts of the course that your professor does not consider appropriate to record. Record lectures for your personal educational use only and do not distribute, sell, or post the recordings online. Delete the recordings when no longer needed or at the end of the academic semester or term. Contact ACCESS with any questions or concerns.

Professor Responsibility: Allow the student to audio record the class. Advise the student about class content or activities that you do not consider appropriate to record. Contact ACCESS with any questions or concerns.

Please note: Students should be allowed to record portions of the class that cover content for which they will be graded on exams, quizzes, and course assignments. Students are encouraged to refrain from recording portions of the classes that involve open discussions or that involve the disclosure of confidential or private information. This accommodation does not require professors to record and post recordings and does not authorize the use of video recording.

In-Class Scribe: An ACCESS employee will write the student's exact responses for in-class assignments and may take notes during lectures.

Student Responsibility: Consider the amount of writing expected for in-class assignments and inform ACCESS if you need a writing accommodation. If the course requires the manipulation of materials, please consider your ability to perform the expected tasks and advise ACCESS if you need assistance with instructional materials (e.g. lab materials). Contact ACCESS to request a scribe for each specific class by emailing access@mtsac.edu or by calling 909-274-4290.

Students are advised that ACCESS may contact your professor regarding writing expectation for in-class work and regarding the use of classroom materials. ACCESS may consider alternatives, such as a peer notetaker, instead of an in-class scribe when appropriate for classes that require minimal independent writing.

Professor Responsibility: ACCESS may contact you to inquire about the class structure as it pertains to in-class writing assignments, the manipulation of materials, etc. in order to determine the appropriate accommodation. Please note that an alternative accommodation may be provided. ACCESS will assign a scribe as needed.

Please note: Students are expected to notify ACCESS if they will not be present for a class session if a scribe is assigned to the course. Scribes may be asked to leave the class if students have not arrived within 10 minutes of the start of the class or if the student leaves class. Failure to notify ACCESS if you will not attend a class session to which a scribe has been assigned or leaving class early may be considered a misuse of ACCESS services and may result in temporary suspension of scribe services.

Breaks During Class: Student may take a short break during class sessions.

Student Responsibility: Exit the classroom in a quiet and non-disruptive manner. Attempt to limit the number of breaks taken and the length of time for each break.

Professor Responsibility: Allow the student to take short breaks as needed. Speak with the student regarding any concerns regarding the number of breaks taken during class, the amount of class time missed, or any negative impact upon instruction.

Please note: Students are responsible for any class information covered during a break. Breaks should not be used to avoid certain types of class activities (e.g. group discussions).

Personal Care Attendant (PCA): An individual not registered for the class will provide approved non-academic personal care and health related assistance during class.

Student Responsibility: Consider what personal care and health related assistance you will need to receive during a class and advise your professor of the approved services that your PCA will provide. Provide ACCESS with the name of the PCA for each semester or term during which the PCA will be assisting you. Discuss any changes to the PCA's approved services with ACCESS prior to making any changes. Contact your professor should you need academic support or assistance during class.

Professor Responsibilities: Permit the PCA to provide approved assistance during class sessions or exams. Contact ACCESS with any questions or concerns. ACCESS will inform professors about the approved assistance to be provided during class sessions.

Please note: The PCA shall only provide approved assistance. ACCESS may consider the extent to which college personnel may be able to address the student's needs (e.g. professors, scribes, peer notetakers, instructional assistants). Specific approval is needed for each individual course.

Adaptive Furniture: ACCESS will make arrangements for suitable furniture to be placed in the classroom.

Student Responsibility: Inform ACCESS about each class for which you believe you need specialized furniture. Provide your most up-to-date class schedule to ACCESS upon request. Please make adaptive furniture requests by emailing access@mtsac.edu or by calling 909-274-4290.

Professor Responsibility: Ensure that the student has access to the furniture placed by ACCESS and relocate other students if needed.

Please note: Given the differences in furniture across classrooms, ACCESS may consider whether the standard furniture in a specific classroom can be used and may request student feedback regarding perceived difficulties with using the standard furniture.

Preferred Seating: Students may select to sit in a specific location in the classroom.

Student Responsibility: Inform your professor of the location in the classroom where you believe you need to be seated.

Professor Responsibility: Ensure that the student has access to seating in a preferred location. Assist by relocating other students as needed.

Please note: Students are expected to arrive on time to class in order to receive preferred seating. Students arriving late may be asked to use an available seat.

Accessible Course Materials

Alternate Media: Provides the student with course material (e.g. textbooks, handouts, tests) in an accessible format (e.g. audio books, Braille, e-text).

Student Responsibility: Request alternate media from ACCESS and provide proof of textbook purchase by completing the request form located at https://www.mtsac.edu/access/formsdocs/alternate_media_request_form_2023.pdf

For classroom materials, please advise ACCESS of any course materials that you need to be converted into an accessible format (e.g. class handouts, etc) by emailing altmedia@mtsac.edu or by calling 909-274-4290.

Professor Responsibility: Provide course related information and materials along with your class syllabus to ACCESS upon request. ACCESS requests that professors provide course materials to ACCESS in either Word or PDF formats whenever possible.

Please note: Due to the length of time that may be needed to obtain and/or convert course materials into an accessible format, students are encouraged to make requests as far in advance as possible.

Absences and Extensions

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: Inform your professor or ACCESS about your need for extensions on specific assignments. Complete the assignment by the agreed upon date if approved. All modified due dates should fall within the current academic term. Contact ACCESS with questions or concerns.

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.

Please note: Limits may exist regarding the amount of extra time granted to turn in a missed assignment late as well as the total number of assignments that can be turned in late. This accommodation is not intended to provide ongoing approval to miss assignment deadlines. Students are also encouraged to consider how much academic work can be managed when registering for classes. Other options such as course withdrawals may need to be considered if necessary.

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 or ACCESS when you have a disability related 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.

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.

Please note: 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. Other options such as course withdrawals may need to be considered if necessary.

Captioning and Interpreting

Sign Language Interpreting: An ACCESS sign language interpreter will provide sign language support during live online lectures.

Student Responsibility: Email interpreters@mtsac.edu to make arrangements.

Professor Responsibility: ACCESS/DHH will place interpreters in your class. Typically, interpreters are seated/stand at the front of the room so that the student can easily see the instructor, the board/presentation, and the interpreter. If requested, add the interpreter to Canvas in order to review course materials for class each session and to receive any announcements (e.g. class cancellation). Please direct questions to the Deaf and Hard of Hearing Center by emailing interpreters@mtsac.edu.

Real Time Captioning: An ACCESS employee will provide captioning services during live online lectures.

Student Responsibility: Email interpreters@mtsac.edu to make arrangements.

Professor Responsibility: ACCESS/DHH will place captioners in your class. Typically, captioners are seated near an outlet. If requested, add the captioner to Canvas in order to review course materials and to receive any announcements (e.g. class cancellation). Please direct questions to the Deaf and Hard of Hearing Center at interpreters@mtsac.edu.

Campus and Facility Accessibility

Tram: Student will receive transportation assistance on campus.

Student Responsibility: Submit the tram request form to ACCESS indicating whether you plan to use the Tram on a fixed schedule or if you plan to call ACCESS when transportation assistance is needed (occasional use). Follow all rules as stated on the tram agreement form.

Professor Responsibility: Professors are advised that while ACCESS will attempt to have students arrive on time for classes, delays can occur resulting in students potentially arriving late.

Please note: Because the ACCESS tram service is not legal on public streets, tram service may be limited or not offered south of Temple Ave.

Disabled Parking: Persons with a valid DMV issued disability placard may park in any accessible parking space or in any student lot without purchasing a Mt. SAC Parking Pass.

Student Responsibility: Properly identify your vehicle with a valid DMV disability placard. Purchase a Mt. SAC parking pass upon expiration of your DMV disability placard. Information about Disabled Parking can be found at www.mtsac.edu/safety/permits-parking.html or by calling Police and Campus Safety at 909-274-4555.

Safety and Accessibility Concerns: Mt. SAC will review reports regarding inaccessible or unsafe facilities and grounds.

Student Responsibility: Report concerns to ACCESS by emailing access@mtsac.edu or by calling 909-274-4290. Concerns can also be directed to Risk Management by calling 909-274-5198 or by completing the online hazard report form at <https://www.mtsac.edu/risk/hazard.html>

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