

Responsibilities of Students Requesting Disability Services

Various free support services are provided for students with disabilities. However, students are required to:

1. Submit documentation of disability to Student Services
2. Complete a Service Request Form each semester
3. Inform Vice Chancellor of Student Affairs of any changes to schedule

If using NOTETAKERS:

1. You should attend all classes unless illness or emergency prevents you from attending.
2. If you miss more than three class periods without making arrangements with Vice Chancellor of Student Affairs, your note taker will be suspended.
3. If you have problems with a note taker, notify Vice Chancellor of Student Affairs immediately so that a new note taker can be hired.

If using READERS/BOOKS-ON-TAPE:

1. Obtain from the bookstore a list of textbooks needed for your classes; notify Vice Chancellor of Student Affairs immediately so that the book can be either recorded or scanned onto computer disk.
3. In the event that books must be recorded or scanned by Vice Chancellor of Student Affairs; please immediately supply us with a class syllabus.
4. Notify Vice Chancellor of Student Affairs of any problems.

If using READERS/SCRIBES/PROCTORS for exams:

1. Notify Vice Chancellor of Student Affairs and your instructor a minimum of 72 hours (3 days) in advance of the exam.
2. Remember – you are allowed up to double time to complete the exam (i.e. 2 hours for a 1 hour exam). If you generally need more time, please notify the Vice Chancellor of Student Services so that arrangements can be made with your instructor.
3. Readers/Scribes/Proctors cannot rephrase or explain test questions without the approval of your course instructor. The instructor should write Student Services a note on the exam if rephrasing of questions is allowed – generally they will need a reminder from you.
4. If you have problems with an aide, please notify the Vice Chancellor of Student Services.
5. Scribes are provided for those individuals who require assistance with the writing of their homework and other class assignments.
6. Your scribe will write only what you tell him/her to write, but will not punctuation or text.

If using Tutors:

1. If you need tutoring assistance, you must first use the resources available on campus for tutorial support: Library Resource Center, Math Labs
2. If you need additional tutorial support because of your disability, you need to talk to talk to the Vice Chancellor of Student Affairs.

If using a TYPIST:

1. Typist are provided for those individuals who, because of their disability, cannot use a computer keyboard or typewriter.
2. Typist will type only what you have written – they will not correct spelling errors, punctuation, grammar, etc
3. If you need a typist, you must give the Vice Chancellor of Student Affairs your paper a minimum of one week prior to the time the assignment is due.
4. The Vice Chancellor of Student Affairs will arrange for the typist to type your paper and will return it to Student Services.
5. If you are using a typist to type your class notes, you must make arrangements to leave your notes for the typist each day of class. The typist will provide you with your notes on disk within 48 hours from the time that they are received.

If using ALTERNATIVE MEDIA:

1. Braille or large print class handouts or exams will be provided, if needed.
2. Please contact the Vice Chancellor of Student Services in the beginning of the semester when Braille or large print material is needed.

