

Facilitating Classroom Accommodations

| Classroom Adjustments/Accommodations | | | |
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| Accommodation | Description | Professor Responsibility | Student Responsibility |
| Adaptive Furniture | Student will use appropriate furniture placed in the classroom by DSS and/or M&O. | Allow student to use DSS-labeled furniture and restrict use of the furniture to the approved student. If accessible furniture already exists in the classroom, the student does not need to request special DSS furniture. Please ensure the existing furniture is available for the student each class meeting. | Inform DSS of specific furniture needed. Delivery of special furniture may take several days. Inform your professor if the furniture is not available when needed or if the furniture is removed or moved. |
| Alternate Media | Alternate media is course material (textbooks, handouts, tests, etc.) that are converted into a format accessible to a student with a print disability. Examples: audio books, Braille, e-text. | Provide information on class materials and the class syllabus upon request to allow timely conversion of the materials into the requested format. Materials provided in Word or PDF formats are preferred to paper copies. | Submit a request for all alternate media and purchase textbooks as far in advance as possible. Contact the professor to obtain the syllabus and list of required materials to turn in as soon as possible. |
| Assistive Listening Device | Assistive listening devices (ALDs) allow people who are hard of hearing to participate more fully in educational activities. They do this by increasing the volume of a desired sound, such as the voice of a Professor, without increasing the loudness of background noises. | Wear a microphone with a transmitter while teaching. | Brings ALD to class. Gives the instructor the mic and transmitter each class session. Student will wear headphones and receiver. |
| Audio Recording | Student will record lectures. | Allow student to audio-record lecture. Notify student if recording needs to stop due to sensitive lecture material or class discussion that is not appropriate to record. You may generate audio- | Bring recorder to class and follow requirements of DSS. Student agrees not to release information obtained in class as to not infringe on a potential copyright or to limit |

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| | | recording contract and require student to sign contract. | freedom of speech. Student also agrees to use the auxiliary aid solely for the purpose of personal study. Student understands that the recordings cannot be used as evidence in the case of student/faculty disputes. Instructor may generate contract that must be signed. |
| Breaks | Student will be permitted to take a short break(s) during lecture. | Allow student to take a short break(s). Notify student if breaks are considered disruptive or excessive. Notify DSS if problems persist after speaking with the student. | Excuse yourself from class quietly and without disruption. Take only necessary breaks and return to class promptly. Consider sitting near an exit. |
| Closed/Open Captioned Media | All media, i.e. videos, used in class or online must include captioning. | Ensure all media includes captioning. | Sit near the front of the classroom to see media presentation. |
| Electronic Note-Taking | Student will use electronic device, i.e. laptop, to take notes. | Allow student to sit near electrical outlet, if needed, and to utilize electronic note-taking device, i.e. laptop. | Sit near an outlet, if needed, and near the front of the classroom to better hear lectures. |
| Enlargement of Class Materials | Student will receive enlarged copies of class materials. | Communicate with student regarding enlargement needs. Provide enlargement or contact DSS to make arrangements. Enlargement should be completed prior to being distributed or used in class. | Communicate enlargement needs to professor (e.g. font size, types of material needing enlargement, etc.). Bring materials to DSS for enlargement if needed. Provide DSS and professor with sufficient advance notice in order to ensure completion. |
| Livescribe Smartpen | Student will use a Smartpen device to take notes. A Smartpen digitizes the student's handwriting and records audio that is synchronized with his/her handwritten notes. | Allow student to utilize the Livescribe Smartpen during class. | Make sure the Smartpen is charged and you have Livescribe dot paper before each class meeting. Sit near the front of the classroom to hear lecture. |

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| <p>Note Taker- Shared Notes</p> | <p>Student will receive notes from a classmate. **The volunteer note taker will receive a bookstore gift card in the amount of \$30 for providing notes for 9-16 weeks OR \$15 for 1-8 weeks. To be eligible for the gift card, the volunteer must visit the DSS office to apply as the note taker prior to starting the assignment. The volunteer will be asked to provide a sample copy of her/his notes. The gift cards will be issued at the end of the semester.**</p> | <p>**A note taker is eligible to receive a bookstore gift card. See statement above.** Assist student in locating a volunteer note taker by making an anonymous announcement of note taking need. If you are not able to locate a note taker, you may supply the DSS student with a copy of your lecture notes until a note taker is secured. Only one volunteer note taker is needed per class. If you have multiple DSS students in one class, the note taker may use the DSS copier to make copies of the notes.</p> | <p>**A note taker is eligible to receive a bookstore gift card. See statement above.** If you have not identified a classmate to provide a copy of class notes, ask your instructor to make an anonymous announcement in class that a note taker is needed. Bring note taking paper from DSS to class or make other arrangements with note taker (photocopies, electronic notes, etc.). Notify the professor if a problem develops with finding a note taker or with receiving appropriate notes. Inform DSS if problems are unresolved after speaking with the professor.</p> |
| <p>Personal Care Attendance</p> | <p>Student will sit in a location that meets his/her needs.</p> | <p>Allow student to sit in preferred location. Relocate other students if needed.</p> | <p>Identify preferred seating location and inform professor. Arrive to class on time.</p> |
| <p>Real Time Remote Transcription</p> | <p>An off-site transcriber will listen to the class lecture/discussion remotely. The transcriber will type (nearly) verbatim what is said in the classroom by the instructor and students. The transcript is streamed real-time to the student's electronic device.</p> | <p>Allow the student to use the electronic device (i.e. laptop or iPad) and microphone (if needed) to receive the remote transcription services. If you would like a copy of the notes/transcript emailed to you, please notify DSS.</p> | <p>Bring to class the equipment needed to receive services. Watch the transcription as needed to understand the class lecture/discussion. Questions about the remote transcription services can be directed to the remote transcriber or DSS staff. Keep transcript of class material confidential.</p> |
| <p>Scribe</p> | <p>DSS will send a designated peer to the student's class to write or manipulate class materials for him/her.</p> | <p>Allow scribe access to the classroom and provide appropriate arrangements (extra chair, etc).</p> | <p>Dictate to the scribe exactly what to write and/or instruct the scribe on how to manipulate class materials.</p> |
| <p>Service Animal</p> | <p>A service dog will accompany the student to all classes, activities, campus events, etc.. A</p> | <p>Ensure the space around the student's desk is adequate to accommodate the service dog.</p> | <p>The student is responsible for the care and supervision of the service dog. The service dog must be under the control of its handler. The dog</p> |

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| | service dog is trained to do work or perform tasks for the benefit of the student. | | must have a harness, leash, or other tether, unless the student is unable to use it because of his/her disability. The student is responsible for feeding the dog and taking care of its toileting needs. |
| Sign Language Interpreter | Interpreter will facilitate communication between the Deaf/Hard of Hearing student(s) and the instructor and other classmates. | Upon request, provide assistance to the interpreter (ie. may need information repeated or spelled out). Copies of textbooks and/or handouts are greatly appreciated. Questions about the interpreting services can be directed to the student, the interpreter, or Sandra Garcia, DHH Services Coordinator. | Watch the interpreter as needed to understand the class lecture/discussion. Follow the requirements of the Contract for Interpreting Services. Student will contact DSS if there is a problem with the interpreter. |

Testing Accommodations

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| Alternate Media | Alternate media is course material (textbooks, handouts, exams, etc.) that are converted into a format accessible to a student with a print disability. Examples: Braille, e-text, audio format. | Provide your class exam to DSS days ahead of time so DSS has time to convert the text to alternate media. | Schedule your exams with DSS at least 5 school days before the scheduled test date. When scheduling exams with DSS, make sure you request your exams be converted to alternate media. |
| Alternative Scantron | Student will use a format, other than scantron, to record his/her test answers. | Allow student to record answers in a different format which compensates for the student's disability. | Communicate with DSS to determine how you will record your test answers. |
| Assistive Technology | Student will have access to necessary adaptive technology (e.g. voice dictation software, enlarged computer screen, Kurzweil, etc). | Permit student to take exam with DSS who will provide approved assistive technology. Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss- | Use assistive technology approved by DSS and schedule testing appointment at least 2-3 days before administration date. When scheduling a testing appointment, you must inform DSS that |

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| | | testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time. | specific assistive technology is needed. |
| Breaks | Student will be permitted to take one 10 minute break during tests or quizzes. The 10 minute break is included in the allotted test time. Using a cell phone is not allowed during breaks. | If student takes test in DSS, DSS will handle the breaks. If test is administered in class by instructor, allow the accommodation. This 10 minute break is included in the allotted test time. | If necessary, remind professor or DSS of break. When taking exam in DSS, students must remain in the DSS office during the break. |
| Calculator | Student will have access to a basic four function calculator for Math 020C and above per Math Dept/DSS Calculator Policy dated 11/20/2014. | Follow Math Dept/DSS Calculator Policy and permit student to take exam with DSS who will authorize an approved calculator. Calculator Policy is available in DSS or with the Math Dept. Coordinator. Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time. | Obtain a basic four function calculator and schedule exam at least 3 days before administration date. Per the Math Dept/DSS Calculator Policy, a calculator may not be allowed for all exams. |
| Distraction Reduced Environment | Student will take exam in a quieter location. | Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time. If a professor has an exam that is more than 10 pages in length for more than two students, we ask that she/he hand-deliver it to the DSS office or use campus mail instead of email. If professors prefer, they may make a mutually agreed upon arrangement | Inform the professor before each exam if a quieter location is needed. Schedule testing appointment with DSS at least 3 days (or 5 days if an alternate format and/or a reader/scribe is required) before the exam is administered. |

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| | | with the student to administer the exam in a quieter location apart from DSS and apart from the classroom (e.g. professor office, private conference room, etc). | |
| Enlarged Print Exams | Student will received enlarged copies of exams. | Communicate with student regarding enlargement needs. Provide enlarged exams or contact DSS to make arrangements. Enlargement should be completed prior to being distributed to class. | Communicate enlargement needs to professor (e.g. font size). Provide DSS and professor with sufficient advanced notice in order to ensure completion. |
| Extra Time (Double Time 2X) | Student will receive double time to complete exam when administered. This extra time applies to timed exams ONLY. It does not apply to take-home exams. | Complete the attached DSS Testing Accommodations Authorization and return it to the student for delivery to DSPS. This Authorization form needs to be completed only once per student per semester. Provide every course exam or quiz to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time. If a professor has an exam that is more than 10 pages in length for more than two students, we ask that she/he hand-deliver it to the DSS office or use campus mail instead of email. If professors prefer, they may make a mutually agreed upon arrangement with the student to administer the exam themselves. | Inform the professor before each exam if additional time is needed. Be aware of your accommodative testing time and the DSS testing center closing time when scheduling testing appointments. All tests must be completed by 5:45 pm. |
| Extra Time (Time & a Half 1.5X) | Student will receive time and a half to complete exam when administered. This extra time applies to timed exams ONLY. It does not apply to take-home exams. | Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. This Authorization form needs to be completed only once per student per semester. Provide every course exam or quiz to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), | Inform the professor before each exam if additional time is needed. Be aware of your accommodative testing time and the DSS testing center closing time when scheduling testing appointments. All tests must be completed by 5:45 pm. |

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| | | <p>or send the exam to DSS via campus mail prior to the student's reserved time. If a professor has an exam that is more than 10 pages in length for more than two students, we ask that she/he hand-deliver it to the DSS office or use campus mail instead of email. If professors prefer, they may make a mutually agreed upon arrangement with the student to administer the exam themselves.</p> | |
| Medical Breaks | <p>Student will be permitted to take one 10 minute restroom break during tests or quizzes. The 10 minute restroom break is included in the allotted test time.</p> | <p>If student takes test in DSS, DSS will handle the medical breaks. If test is administered in class by instructor, allow the accommodation. This 10 minute restroom break is included in the allotted test time.</p> | <p>If necessary, remind professor or DSS of break. Medical breaks are authorized for restroom use only.</p> |
| Reader | <p>Student will have a person assigned by DSS read exam to him/her.</p> | <p>Permit the student to take exam with DSS who will provide the reader. Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time.</p> | <p>Schedule testing appointment at least 5 days before administration date. When scheduling your testing appointment, you must inform DSS that a reader will be needed.</p> |
| Scribe | <p>Student will have a person assigned by DSS to write or manipulate exam materials for him/her.</p> | <p>Permit student to take exam with DSS who will provide the scribe. Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time.</p> | <p>Dictate to the scribe exactly what to write and/or instruct the scribe on how to manipulate exam materials. Schedule testing appointment with DSS at least 5 days before administration date. When scheduling a test appointment, you must inform DSS that a scribe will be needed.</p> |

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| <p>Sign Language Interpreter</p> | <p>When needed, the interpreter will read and interpret the exam for the student.</p> | <p>Upon request, provide assistance to the interpreter. Questions about the interpreting services can be directed to the student, the interpreter, or Marylou Garibaldi, Student Services Specialist.</p> | <p>Watch the interpreter as needed to understand the exam. Student will contact DSS if there is a problem with the interpreter.</p> |
| <p>Spell Checker</p> | <p>Student will have access to a spell checking device or dictionary.</p> | <p>Permit student to take exam with DSS. Notify DSS if spell checker is considered inappropriate given course material. Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time.</p> | <p>Obtain spell checking device and schedule testing appointment at least 3 days before administration date.</p> |
| <p>Word Processor</p> | <p>Student will have access to a word processing program (e.g. MS Word).</p> | <p>Permit student to take exam with DSS who will provide word processing program. Notify DSS if word processing features are considered inappropriate given course material (e.g. grammar / spell checking). Complete the attached DSS Testing Accommodations Authorization and deliver it to DSS. Provide exam to DSS prior to scheduled exam time. Professors may hand deliver (CCCPLX 100 DSS Office), email (dss-testing@cypresscollege.edu), or send the exam to DSS via campus mail prior to the student's reserved time.</p> | <p>Use a word processing program provided by DSS and schedule testing appointment at least two days before administration date.</p> |