



Accommodation Guidance – Online Classes

For online 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.

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 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 Exams and Quizzes: Student will receive a specified amount of extra time on tests and quizzes.

Student Responsibility: Inform your professor for each test and quiz for which you are requesting extended time at least one week in advance.

Professor Responsibility: Adjust the amount of time provided to the student either in Canvas or in another appropriate way if administering the test or quiz outside of Canvas.

Please note: The specific amount of time granted for this accommodation may be based upon the amount of time that the class meets for classes with set class times and the standard time that would be given for the test if administered during a traditional on-campus class session.

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 for the quiz, whether the quiz is graded, and the purpose of the quiz (e.g. to assess student learning, to ensure class attendance).

Testing Scribe: An ACCESS employee will write the student's exact responses on tests and quizzes.

Student Responsibility: Consider the amount of writing expected on tests and inform ACCESS if you need a writing accommodation. Contact ACCESS for each test or quiz for which you will need a scribe by emailing acesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: Coordinate with ACCESS to make arrangements for a testing scribe to join your class. This may involve adding the scribe as a "guest" in Canvas to allow them access to course materials. Inform ACCESS about your expectations regarding how tests and quizzes are to be returned to you.

Please Note: Students are 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 and quizzes. Students may be asked to spell out any technical words that require accurate spelling on the test.

Testing Reader: An ACCESS employee or a technology application will read the test or quiz content word-for-word.

Student Responsibility: Consider the amount of reading required on tests and quizzes and inform ACCESS if you need a reading accommodation. Contact ACCESS for each test or quiz for which you will need a reader by emailing acesstesting@mtsac.edu or calling 909-274-4288.

Professor Responsibility: Coordinate with ACCESS to make arrangements for a reader to join your class. This may involve adding the reader as a "guest" in Canvas to allow them access to test or quiz content. Please note that Canvas has text to speech capabilities through the ReadSpeak function. Students are encouraged to consider this feature as an alternative to having a reader. Information about the Read Speak feature can be obtained at the [Mt. SAC Readspeak web page](#).

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

Calculator for Exams: Student may use a basic four-function calculator.

Student Responsibility: Inform your professor of your request to use a calculator on a test or quiz. Use only an appropriate four-function calculator. Request a calculator from ACCESS if you do not have an appropriate calculator.

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

Please note: The use of a calculator may not be appropriate for all classes that have math-related content. Students are advised that ACCESS may contact the professor to obtain information about the math expectations on tests or quizzes and to discuss whether the use of a calculator would compromise the test or quiz.

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

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

Professor Responsibility: Add additional time for the student in Canvas or in an appropriate way if administering exams outside of Canvas. Time associated with breaks should be in addition to any time provided by the extra time accommodation. Contact ACCESS if you have questions about the recommended amount of additional time that may be appropriate or if you believe other options may be indicated (e.g. separating the exam into segments).

Please note: The use of breaks as an accommodation is based upon the student's disability based needs and the length of the test or quiz. Students needing breaks for any other personal reason should speak with the professor. Students shall refrain from discussing the test or quiz with other persons during breaks and should not review any non-approved materials during the breaks.

Synchronous Classes and Classes with Live Online Instructional Activities

Shared Notes: A copy of the notes will be provided by a registered student in the same class for classes with live online lectures.

Student Responsibility: Consider your ability to take sufficient notes independently and whether instructional materials posted online by the professor will meet your need for notes. 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. Develop an agreed upon arrangement to receive the notes from the note taker. Please have the peer notetaker contact ACCESS to discuss their eligibility to receive payment for providing notetaking assistance by calling 909-274-4290 or coming to the main office (Student Services Building, 9B, First Floor).

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.

Audio Recording of Classes: The student will record the class using their own recording device for classes with live online lectures.

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 using their own device. 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 live online lectures.

Student Responsibility: Consider whether you can manage in-class writing assignments on your own and inform ACCESS if you need extra assistance. Please note that ACCESS may contact your professor regarding in-class writing expectations and may consider alternatives such as a peer note taker instead of an in-class scribe. Contact ACCESS by emailing access@mtsac.edu or calling 909-274-4290 to request a scribe.

Professor Responsibility: Coordinate with ACCESS regarding arrangements to have a scribe to join your class. This may involve adding the scribe as a "guest" in Canvas to grant access to course materials.

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.

Personal Care Attendant: An individual not registered for the class will provide approved non-academic personal care and health related assistance during classes with live lectures, tests, and quizzes.

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 personal care 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.

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 information on class 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: Discuss with the professor your need for an extension on an individual assignment. Complete the assignment by the agreed upon date. All agreed upon due dates should fall within the current academic term. Notify ACCESS if assistance is needed.

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 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 class withdrawals may be considered as needed.

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 when you have a disability related medical 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 class withdrawals may be considered as needed.

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 assign interpreters to your class as needed. If requested, add interpreters to Canvas in order to view course materials and to receive necessary information (e.g. class cancellation). Add the interpreters to Zoom so that they can provide live interpreting services. Direct questions to the Deaf and Hard of Hearing Center by emailing interpreters@mtsac.edu.

Please note: Sign Language Interpreting mostly applies to synchronous online classes and class with live instructional activities.

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 assign captioners to your class as needed. If requested, add interpreters to Canvas to view course materials and to receive necessary information (e.g. class cancellation). Please direct questions to the Deaf and Hard of Hearing Center by emailing interpreters@mtsac.edu.

Please note: Real time captioning mostly applies to synchronous online classes and class with live instructional activities. Some students may opt to view zoom generated captions instead of using a real time captioner.

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