

## Student Accessibility Services Accommodations

The information in this document is related to Student Accessibility Service's most common reasonable accommodations and modifications and the procedures for obtaining these. SAS's Program Specialist will review this information with the student and the student will acknowledge their meeting and understanding in the required Student Rights and Responsibilities E-Form in their Student AIM Portal. Note that it may not be possible to modify or add to a student's reasonable accommodations and modifications after the end of Week Six of the quarter. Students may always [schedule a virtual meeting](https://outlook.office365.com/owa/calendar/SAS1@shoreline.edu/bookings/) (a Follow-Up) online to discuss new or modified accommodations.

**Releases**

Confidentiality is of upmost importance to the Student Accessibility Services (SAS) office. We protect students' information per FERPA and ADA law. Students' medical and accommodation information will not be shared without the student's explicit, written permission.

* Should students want another permission to have access to their accommodation information or join in their initial Access Appointment, they must sign a general [Shoreline Authorization to Release Student Information](https://www.shoreline.edu/apply-and-aid/registration/documents/authorization-to-release-student-info.pdf). Please send this to SAS via email at [sas@shoreline.edu](https://sas@shoreline.edu/).
* After the initial Access Appointment, students who would like to allow others access to their SAS records must submit an SAS-specific Release in their [Student AIM Portal](https://elbert.accessiblelearning.com/shoreline).
* Information will not be shared about any student, including whether they are registered with SAS, without the explicit written permission of the student.
* Information will only be shared with the person(s) specifically identified on the release(s) submitted by the student.

**Activating Accommodations**

Once the student and Program Specialist determine the best accommodations or modifications and these are approved, it is the student's responsibility to request their accommodations via their [Student AIM Portal](https://elbert.accessiblelearning.com/shoreline), ideally immediately after they register for classes, **before** the start of **each quarter**.

* Once accommodations are requested, Instructors will be notified via email. Diagnoses will not be disclosed by SAS.

Keep in mind:

* Students must request accommodations each quarter for which they want accommodations.
* Instructors will not be notified about students' accommodations, and the accommodations will not be in place, until the student has requested accommodations.
* Instructors will not be notified until an up-to-date Student Rights and Responsibilities E-Form has been signed (needed once per year). Other E-Forms may be required for specific accommodations, such as Testing Accommodations, Notetaking, Alternative Formats, Interpreting/Captioning/Audio Description.
* Some separate forms outside of AIM may be required for specific accommodations; these forms are processed in the order in which they are received and the accommodations must still be requested in the Student AIM Portal.
* It may take up to two business days for approved accommodations to be processed and be made available for request in the Student AIM Portal after the Access Appointment.

**Priority Registration**

SAS students are automatically granted Priority Registration as one of their accommodations while they are an active student with the SAS office. With this accommodation, students may register for classes two business days before Continuing Student Registration begins. This may alleviate some of the anxiety of whether the student will get into the classes that fits them best, and they can then immediately request their accommodations just as soon as they have registered.

**Testing Accommodations**

[Testing accommodations](https://www.shoreline.edu/oss/students-with-disabilities/for-faculty-testing.aspx) apply to tests, quizzes, pop quizzes, Midterms, Finals, etc. We define the umbrella term "test" on our testing accommodations webpage, so students can better understand [what counts as a test](https://www.shoreline.edu/oss/students-with-disabilities/for-faculty-testing.aspx). Shoreline Community College's [Assessment & Testing Center](https://www.shoreline.edu/testingcenter/default.aspx), manages the scheduling of on-campus testing for students and Instructors.

When discussing testing accommodations, the Program Specialist and the student will discuss:

* Testing outside of the classroom
* Extended testing time
* Other accommodations related to testing

There are three types of alternate space accommodations. **Note that this only applies to on-campus testing.**:

* Testing in Shoreline Community College's [Assessment & Testing Center](https://www.shoreline.edu/testingcenter/default.aspx) (Room 5100), which is a quiet testing space with a maximum of 30 students testing at one time. Students who test in this room will check in for their tests at the Assessment & Testing Center in Room 5100.
* Testing in a Semi-Private room with typically no more than 10 students, though this is subject to change pending the number of students scheduled for the room at the time. Students with this accommodation check in for their tests at the SAS front desk in Room 5226.
* Testing in a Private Room is testing alone, without any other students. Students with this accommodation check in for their tests at the SAS front desk.

**Remote Testing**

* Instructors will manually extend the time individually for each exam.
* If a student begins an online test and realizes that the time has not extended when they have this accommodation, they may contact their instructor on their own or they may contact the SAS Program Specialist directly about their concern who will then contact the instructor and the student does then have the right to finish the exam with the full-time for which they are approved. Students should make this contact via email for documentation purposes.

**On-campus Testing**

* **Students must schedule exams at least three (3) business days ahead of time.** Business days are defined as Monday-Friday, excluding weekends, holidays, or anytime time that the College is officially closed. End of business day for exam requests is 4:30pm.
* **Note that through Spring Quarter, some flexibility may be required due to SAS's part-time on-campus schedule.**
* To schedule exams, students go to the "Alternative Testing" link on the left-hand menu in their [Student AIM Portal](https://elbert.accessiblelearning.com/shoreline). There are step-by-step instructions for how to do this on the [SAS Main webpage](https://www.shoreline.edu/oss/students-with-disabilities/) in the "Current SAS Student" section.
* Note that exam requests are made on a first come/first serve basis. For example, with a limited number of Private Rooms, students may not be able to receive this exact accommodation if they do not reserve that space early in the quarter.
* If students do not schedule their on-campus exams a minimum of three business days in advance, they will not be able to use their accommodations for that exam.
* Students must reserve a testing room for each individual test so that the Assessment & Testing Center can make sure there will be space for them.
* If students need equipment for a test, (e.g., computer, large print, magnifier, lamp), students must be sure to alert the office at the time they make their reservation.
* Should students need to take the test at an alternate time or day: Request permission from the instructor via email, CC'ing SAS at [sas@shoreline.edu](https://sas@shoreline.edu/) and the Assessment & Testing Center at [testcenter@shoreline.edu](mailto:testcenter@shoreline.edu). Only if SAS and the Assessment & Testing Center see that permission has been granted in writing will the student be allowed to take the test at a different time or day than originally required by the instructor.
* Students should arrive on time for the test. If a student arrives late, they will lose time on their test.
* Students must bring photo ID on the day of the test. If they do not have photo ID they will need to test with their class.
* Students should contact the Assessment & Testing Center at [testcenter@shoreline.edu](mailto:testcenter@shoreline.edu) with questions about scheduling tests.

**Notetaking Assistance**

* [Notetaking Request Forms](https://shoreline.formstack.com/forms/notetaker_request_form) should be submitted well **before** the start of each quarter.
* The Notetaker accommodation is a **volunteer program**. It may take some time to find a notetaker for the class.
* If a student's request for notetaking assistance is late, they could miss the class notes from the beginning of the quarter.
* Students will receive your notes once per week via their student e-mail account.
* If students add, drop, or change a class, or if class details change, they are asked to contact Student Accessibility Services as soon as possible.
* If a student no longer need notes, they are asked to contact SAS as soon as possible.
* **SAS's notetaking assistance program is anonymous; the notetaker will not know the identity of the student with a disability, nor will that student know the identity of their notetaker.**

**Equipment and Software Loan**

Some students benefit from equipment or software in order to be most successful. SAS's [Assistive Technology Specialist](https://app.shoreline.edu/campus-directory/name/jen-bryant) can work with students to help figure out the best options or help students learn how to use the equipment or [software](https://www.shoreline.edu/oss/students-with-disabilities/accessible-technology.aspx) for which they are approved as an accommodation.

Students must go to the SAS office in Room 5226 to pick up their equipment. Once there, they will fill out and submit the [**Assistive Technology Loan Form**](https://shoreline.formstack.com/forms/assistive_tech_loan) with a staff member.

* Examples of equipment include audio recorders, smart pens, magnifiers, and more.
* [Software](https://www.shoreline.edu/oss/students-with-disabilities/assistive-technology.aspx) may include Text-to-speech, speech-to-text, alternate formats, and more.
* At least a week before classes start, students should come in to SAS and pick up their requested equipment.
* It is the student's responsibility to guard and take care of the equipment provided to them.
* If for some reason the equipment is malfunctioning, students should bring it to SAS immediately.
* If a student finds that they do not need the equipment after all, they should return it to SAS immediately.
* Equipment must be returned to SAS by the end of final exams week or a hold may be put on their student account. Students may check the equipment out again for the next quarter by submitting a new [**Assistive Technology Loan Form**](https://shoreline.formstack.com/forms/assistive_tech_loan).
* Students may not share recordings; they are only to be used by the specific student.
* Frequently, students opt to record on-campus lectures with their own cell phones. This must be approved as a formal accommodation, but does not require a check-out form.

**Alternate Formats**

Before you submit a request for materials in alternate formats, students **must search for their own alternate text from other sources**. Likely students may be able to find a means to alternate formats on [SAS's Assistive Technology webpage](https://www.shoreline.edu/oss/students-with-disabilities/assistive-technology.aspx).

If you cannot find alternate text on your own, take the following steps:

1. First, buy your textbook(s) and send us a copy of the receipt using the [**Alternate Text Request Form**](https://shoreline.formstack.com/forms/alternate_text_request_form) online. Be sure to include this purchase information; we may need it when we request alternate text from the publisher.
2. Time is of the essence: buy your books and complete the online form as quickly as you can. The alternate text **may take a month, or longer**, before it is ready.
3. Please note: when you use our online form to request your texts you must complete **one form for each book**.

**Ergonomic Equipment Loan**

* Immediately after students register for classes, they should make their request for their approved ergonomic equipment, if they would like to use that for the quarter, at least six weeks before the beginning of the quarter.
* A late submission may delay placement of the needed equipment by the first day of class.
* If a student adds, drops, or changes a class, or if they do not need it, they are asked to let Student Accessibility Services know, so the equipment that has been placed be removed from the classroom and perhaps aid another student.
* Report missing, broken, or vandalized equipment promptly so action can be taken.

**Student Learning Center**

Students enrolled at Shoreline Community College have the benefit of two free hours of 1:1 [tutoring](https://www.shoreline.edu/apply-and-aid/learning-support-centers/tutoring.aspx) per class per week, should they choose to [apply for that service](https://shoreline.mywconline.com/). It may be helpful for some students with disabilities to have extra free tutoring as an accommodation.

It is the student's responsibility to [apply for Tutoring Services](https://shoreline.mywconline.com/), attend their scheduled tutoring sessions, or go to the [Learning Centers](https://www.shoreline.edu/apply-and-aid/learning-support-centers/) if they opt to do so. Tutoring Services may be contacted via email at [pttutors@shoreline.edu](mailto:pttutors@shoreline.edu).

**Student Services Resources**

Shoreline Community College has many [student services resources](https://www.shoreline.edu/student-resources-support/) that may be beneficial for you as you strive for success in your student career. Student services include [Counseling Services](https://www.shoreline.edu/counseling-center/), [Academic Advising](https://www.shoreline.edu/advising/default.aspx), the [Gender Equity Center](https://www.shoreline.edu/gender-equity-center/default.aspx), the [Multicultural Center](https://www.shoreline.edu/multicultural/default.aspx), [eLearning Services](https://www.shoreline.edu/elearning-services/default.aspx), [Benefits Hub](https://www.shoreline.edu/apply-and-aid/funding-and-aid/financial-aid/benefits-hub/default.aspx), and [Workforce Education](https://www.shoreline.edu/workforce/default.aspx).

**Funding & Aid Sources**

The College has a number of [Funding & Aid Sources](https://www.shoreline.edu/apply-and-aid/funding-and-aid/default.aspx) including as a part of programs, scholarships, and payment plans. One of the scholarships through the Shoreline Foundation, the [Michael Thompson Scholarship](https://shoreline.awardspring.com/Home/ScholarshipDetails/169588), is specific to students with disabilities.