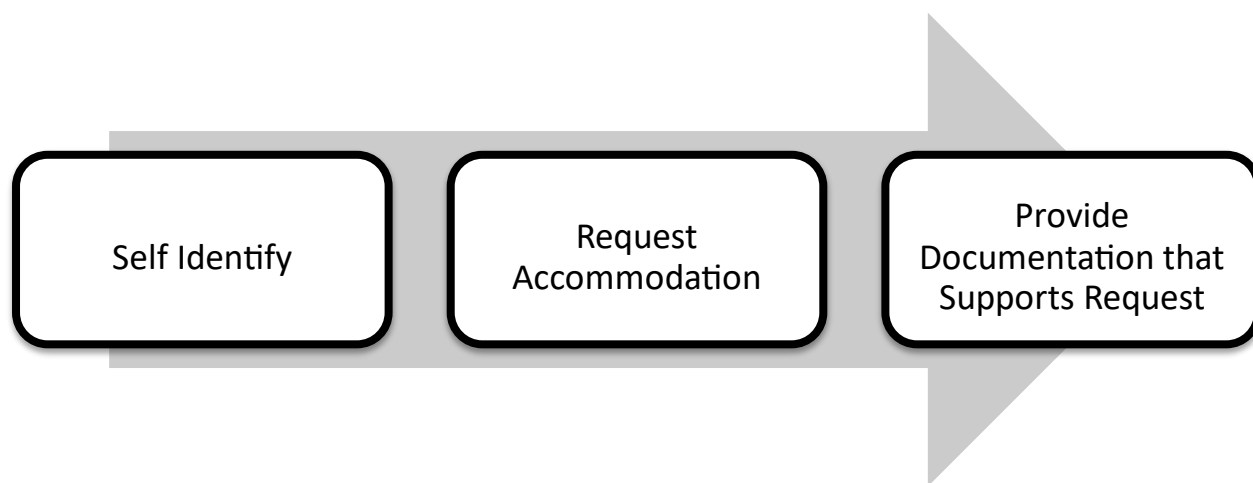


# Accommodation Guide for Faculty

## Student Process



### Active Role:

- **Testing Accommodation-** Students are responsible for scheduling their tests/quizzes at the DSS office three days in advance. Shannon Vantrease, DSS coordinator will email instructors to provide tests as well as proctoring guidelines such as time limit, notes, calculator use, etc. If you need assistance in extending the time on CANVAS exams, please contact eLearning at 360-442-2520. □
- **FM System Accommodation-** This requires the instructor to use a special mic during class (provided by DSS). The instructor's voice is sent directly to the student, allowing the student to hear more clearly. Please contact DSS to schedule an FM System tutorial at 360-442-2345.
- **Note Taker Accommodation-** Instructors are asked to locate a volunteer note taker. Note taking packets will be sent to your mailbox before the quarter or immediately after the student makes the request for accommodation.
- **Closed Captioning-** Faculty are requested to only use closed captioned videos when there is a hard of hearing student in the class. If you have a deaf or hard of hearing student in your class send your uncaptioned video(s) to DSS and we will have the video(s) close captioned.
- **Ergonomic Furniture-** Please assist DSS students by not allowing other students to use the equipment that is reserved for students with disabilities.

### Inactive Role (DSS provides these accommodations):

Audio Books, Electronic Books, Tape Recorder, Quiet Testing Room, Readers, Scribes, Braille Books, Adaptive Technology and Assistive Software, Sign Language Interpreters, Enlarged Materials, Preferential Seating, Academic Coaching, and Priority Registration.

Program Coordinator Disability Support Services- Shannon Vantrease, [svantrease@lcc.ctc.edu](mailto:svantrease@lcc.ctc.edu) or ex. 2340  
Director Disability Support Services- Mary Kate Morgan, [mmorgan@lcc.ctc.edu](mailto:mmorgan@lcc.ctc.edu) or ex. 2341

*DSS Faculty Reference Guide, Updated 9/12/16*

Checked for Accessibility: GM, ECR, 01/16/2025, Adobe Acrobat Accessibility Checker

### Faculty Notification:

Faculty will be notified by email when a student has requested accommodations. Accommodations should be implemented from the point of this notification onward. If you do not receive this notification, then you should not accommodate the student.

### Example:

**John Smith**, a student in your **Math 106/Sect. A** class, has a documented disability. The accommodations approved are:

- quiet testing with 1.5 extended test time
- note taker
- ergonomic seating

### Tests:

We proctor exams at the DSS testing room. Please make arrangements with Shannon Vantrease, DSS Coordinator at [svantrease@lowercolumbia.edu](mailto:svantrease@lowercolumbia.edu) regarding how to obtain exams from you. If you need assistance to extend test times in canvas, please contact E-Learning at ex. 2520.

### Volunteer Peer Notetaker Announcement:

The Disability Support Services Office is requesting Faculty locate a volunteer peer note taker. The note taker packet will be delivered to your mailbox with instructions. Please advise the volunteer note taker to deliver the notes to DSS in Admissions 143 A. (Please contact DSS if you struggle to locate a volunteer- we can offer incentives like a gift card.)

### Ergo Chair:

A chair should have been moved and labeled in your classroom, please help us ensure that this chair is saved for this student. Feel free to contact us with any problems or if you class moves locations, etc.

### Confidentiality:

Instructors have the right to discuss the accommodations with the student. Please do so before or after class or set an appointment. Please do not ask what his/her disability is or 'out' the student in front of others.

### Faculty Role:

- 1) Provide the approved reasonable academic accommodations once notified.
- 2) Do not fundamentally alter the curriculum or grading policies for a student with a disability.
- 3) Please include the following **DSS syllabus statement**:

Reasonable accommodations are available for students who have a documented disability. Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Disability Support Services Office as soon as possible to better ensure that such accommodations are implemented in a timely manner. All accommodations must first be approved through the Disability Support Services Director, Mary Kate Morgan. Disability Support Services is located in the Admissions Building, 143. For an appointment or information please contact 442-2340 or email [mmorgan@lowercolumbia.edu](mailto:mmorgan@lowercolumbia.edu).

Program Coordinator Disability Support Services- Shannon Vantrease, [svantrease@lcc.ctc.edu](mailto:svantrease@lcc.ctc.edu) or ex. 2340  
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