

Access Program

Services AND accommodations
for students with disabilities



- Advisors for disability-related issues
- Assistive technology training
- Referrals to appropriate College programs and community agencies
- Classroom accommodations such as:
 - Alternative test-taking arrangements
 - Sign language interpreters

Students must schedule an appointment with an Access student advisor. We encourage you to visit with an Access advisor early and before the start of term.

Western Campus and Brunswick University Center WLA - 102

216-987-5079 • TTY 216-987-5117

Metropolitan Campus MLA - 103

216-987-4344 • TTY 216-987-4048

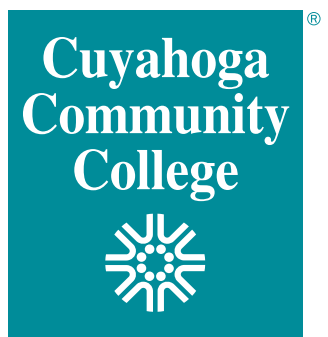
Eastern Campus EEC - 1202

216-987-2052 • TTY 216-987-2230

Westshore Campus WSCCW - 107

216-987-3900 • TTY 216-987-5117

www.tri-c.edu/access



Responsibilities under section 504 and the ADA

Student:

1. Schedule an appointment with an Access advisor and identify yourself as having a disability. Your disclosure to our advisors is confidential.
2. Provide documentation of your disability to receive accommodations.
3. Obtain your accommodation letter from the Access office and meet with your instructors in private at the beginning of each semester to discuss accommodations.
4. Make appointments for exams taken in the Access office at least three days in advance. Read and sign the testing accommodations form.
5. Discuss any concerns regarding your accommodations privately with your instructors.

Access Office:

1. Obtain disability documentation and assess student accommodation needs.
2. Help student understand and articulate the need for reasonable accommodations.
3. Provide an accommodation letter for student to give to faculty.
4. Help arrange appropriate accommodations, such as assistive technology, alternative testing, etc.
5. Facilitate communication between students and faculty about disability accommodations.

Faculty:

1. Include a statement in your syllabus encouraging students who need accommodations to identify themselves to you privately or to the Access office. Maintain confidentiality regarding all matters related to a student's disability.
2. Provide requested accommodations needed in the classroom. In the event of any disagreement regarding accommodations, provide the accommodations until the disagreement is resolved.
3. Ensure that all online material is accessible to students with disabilities. Request captioning of audio materials, such as films and videos.
4. As indicated, deliver tests or exams to be proctored to the Testing Center/ Access office prior to exam time. In some cases, instructors may need to provide test proctoring.
5. Contact Access office to discuss concerns regarding accommodations, to obtain assistance in providing services or to refer students.