



Center for Accessible Resources

Agreement for Students Using Accommodations

Center for Accessible Resources (CAR)

Requests for specific accommodations are made with the Center for Accessible Resources (CAR). To receive accommodations in a timely manner students should follow the directions below:

General information:

- Students must let CAR know or re-request accommodations in AIM if there are any changes to a class schedule, location, or if a course section is added/dropped/changed.
- If students encounter any difficulties with their accommodations, they should inform CAR as soon as possible.
- Communications regarding accommodations will be done electronically via LCC student email. Students should keep other contact information up to date in myLane and check email messages frequently and respond promptly.
- Some accommodations may not be appropriate for all class situations. This will be determined by the instructor and the Accommodation Specialist.
- Some accommodations may not be facilitated if they interfere with essential learning outcomes of the course.

Request accommodations each term:

- Register for classes in myLane, and request accommodations as early as possible via the AIM Portal.
- Meet privately with each instructor to discuss the Letter of Accommodation (LOA) and the details of the accommodations being used in each class.

Alternate format (such as digital text or Braille):

- Contact alternate format staff for a referral to the Titan Bookstore to purchase textbooks early.
- Complete a production request for each of your textbooks as soon as you register for a class.

CAR Testing:

- Students are required to meet with each of their instructors the first (1st) week of the term to discuss how their testing accommodations will be facilitated.
- Each test a student wishes to take in CAR Testing facilities must be scheduled in the AIM portal. Tests taken outside of CAR Testing facilities do not need to be scheduled in AIM.

- Tests must be scheduled at least five (5) business days in advance.
- Tests need to be scheduled for the same day and time that the rest of the class is taking the test, unless otherwise arranged with the instructor.
- In order to ensure a seat is reserved in the CAR Testing Center, Accommodation Specialists may schedule tests in advance for students in AIM if warranted by the student's accommodations. Students can still choose whether or not they would like to test in the CAR Testing Center. If a student "no-shows" for a test specifically scheduled by the accommodation specialist, no penalty to the student will be incurred.

Read and sign required forms:

- Remember when you sign a student agreement (including this one), you are confirming that you understand the information in the agreement.
- You will sign these student agreements each term.

Participate in the interactive process:

- Meet with their primary CAR Accommodation Specialist at least once each term. Accommodations will expire for students who have not met with a CAR accommodation specialist during the past year.
- Students with accommodations that take added coordination such as service providers and interpreters should meet with their accommodation specialists every two weeks during the term to ensure accommodations are working appropriately.

Timelines:

Accommodations will not be available for use until requested. To ensure sufficient time to provide accommodations, students must submit specific accommodation requests as soon as possible, or within the timelines listed below:

- In-class Reader/Aide/Scribes and ASL Interpreters need to be requested thirty (30) business days before the start of the term or as soon as possible.
- Furniture: ten (10) business days before the start of term.
- Test accommodations: five (5) business days before each test/quiz/exam/midterm/final or earlier when possible.
- Alternate format: prior to start of the term. Alternate format can take up to twenty (20) business days to return to the student.

If a request is submitted after the deadline, reasonable efforts will be made by CAR to accommodate the request. However, CAR cannot guarantee such a request can be met. Untimely requests may result in a delay or substitution of accommodations.

I have read and understand the agreement for students using accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.

To request this information in an alternate format, please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu