

**ACCOMMODATION REQUEST  
ADVANCE NOTICE TIMELINE**

ACCOMMODATION	REQUEST FOR SERVICES	STUDENT RESPONSIBILITY
<b>Accommodation Aide/Assistant</b> <ul style="list-style-type: none"> <li>• <b>Laboratory</b></li> <li>• <b>Student Teaching Setting</b></li> <li>• <b>Internship Setting</b></li> </ul>	3 – 4 Weeks: <ul style="list-style-type: none"> <li>• Before your first lab</li> <li>• Before your off-campus teaching or internship experience</li> </ul>	After registered for the course, contact the DRS Coordinator to review course requirements and the hiring of an aide.
<b>Alternate Format - Textbooks</b> <ul style="list-style-type: none"> <li>• <b>Digital Audio</b></li> <li>• <b>Scanned/Electronic (CD)</b></li> <li>• <b>Braille</b></li> <li>• <b>Enlarged Print</b></li> </ul>	4 - 6 Weeks: <ul style="list-style-type: none"> <li>• Before the first class (or)</li> <li>• Before you wish to receive the books</li> </ul>	After registered for your courses, submit the completed Alternative Text Request form to the front desk.
<b>Alternative Testing – Exams</b> <ul style="list-style-type: none"> <li>• <b>Additional Time</b></li> <li>• <b>Private Room</b></li> <li>• <b>Reader</b></li> <li>• <b>Scribe</b></li> <li>• <b>Use of Calculator</b></li> <li>• <b>Use of Computer</b></li> <li>• <b>Use of Spellchecker</b></li> <li>• <b>Enlarged Print or Braille or Electronic</b></li> </ul>	1 – 2 Weeks prior to the exam	<ol style="list-style-type: none"> <li>1. Pick up a Test Accommodation Form (TAF) for each exam.</li> <li>2. Complete the ‘student section’ of the TAF and take the form to your professor.</li> <li>3. Meet with your professor and have him/her complete the ‘instructor section’.</li> <li>4. Submit the completed TAF to the DRS front desk one week prior to each exam and schedule a room &amp; accommodations.</li> </ol>
<b>Assistive Technology</b> <ul style="list-style-type: none"> <li>• <b>Portable devices (reading pens, talking calculators)</b></li> <li>• <b>Screen Reading Program</b></li> <li>• <b>Text Enlargement</b></li> <li>• <b>Voice Recognition System</b></li> </ul>	1 - 2 Weeks before first class	<ol style="list-style-type: none"> <li>1. After registered with the DRS, pick up a referral form to the Access Center (AT Lab). Will need to pick up a referral form each semester.</li> <li>2. Take the referral form to the Access Center and schedule time for AT services.</li> </ol>
<b>Deaf/HOH Services</b> <ul style="list-style-type: none"> <li>• <b>Interpreters (PSE, SE, CASE)</b></li> <li>• <b>Captionists (CART)</b></li> </ul>	4 – 6 Weeks before first class	<ol style="list-style-type: none"> <li>1. After registered for your courses, provide your class schedule to the Director along with your communication preferences for each class.</li> <li>2. Confirmation of interpreter or captionist will be provided to you as soon as the information is available.</li> </ol>
<b>Notetaking Services</b>	1 Week before first class	<ol style="list-style-type: none"> <li>1. Drop off your class schedule at the front desk and identify the courses want to receive notetaker services.</li> <li>2. Pick up the notetaker agreement forms and NCR paper (if needed) and take to your first class for the notetaker.</li> </ol>
<b>Special Furniture</b> <ul style="list-style-type: none"> <li>• <b>Table</b></li> <li>• <b>Padded Chair</b></li> <li>• <b>Adjustable Table or Desk</b></li> </ul>	1 Week before first class or After attending the first week of class	Submit your class schedule to the front desk staff and identify which classrooms require special furniture and identify the type of furniture.