

What are reasonable accommodations?

Any reasonable adjustment of the learning environment that eliminates, as much as possible, physical or instructional barriers to learning encountered by the student. The adjustment must be based on the individual student's documented need and tailored to the specific student's disability.



Authority & Confidentiality

Authority is assigned to the Disability Resource Center for reviewing student documentation and determining what, if any, accommodations will be provided by the college to ensure equal access for all students.

All contact information and documentation received is kept in confidential files within the Disability Resource Center. Information from the file is provided on a “need to know” basis only, at the student’s request, or with a signed consent.

Documentation must have been prepared by a person who is not a family member of the student and who is qualified by professional training and practice to diagnose and treat the impairment leading to the disability. It must also be typed or word processed and printed on the letterhead of either the practitioner or the agency hosting the practice.



DISABILITY RESOURCE CENTER

Community Center - CC150
Oregon City Campus • 19600 Molalla Ave.
Oregon City, OR 97045
Ph: 503-594-6357
Fax: 503-722-5865
E-mail: drc@clackamas.edu

A Student's Guide To Requesting Reasonable Accommodations



Clackamas Community College

DISABILITY RESOURCE CENTER

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How to Request Reasonable Accommodations

NOTE: Students eligible for DRC services are provided accommodations at no cost.

Step 1: Initial Meeting

- If you require accommodations from the DRC, **schedule a new initial meeting appointment** with a Disability Resource specialist.
 - In person at the DRC, room CC148, in the Bill Brod Community Center.
 - By phone at 503-594-6357
 - By email at drc@clackamas.edu
 - At your appointment, **complete a Disability Services Initial Meeting Form.**

Step 2: Documentation

- **Submit documentation** attesting to your eligibility for accommodations (see documentation guidelines).
 - Documentation should be brought with the student to their initial meeting appointment

Step 3: Accommodation

- Each term students will need to request their accommodation letters through our online system, AIM.
- Students can access the system through the link <https://teton.accessiblelearning.com/Clackamas/Default.aspx?SystemMessage=SignOut&#SystemMessage>
- The DRC will email student's accommodation letters to instructors during the first week of the term or the following work day from when an accommodation request is submitted online.

NOTE: Instructors are **not** required to accommodate without receiving accommodation letters from the student.



Other Resource Accommodations

Equipment

- In order to receive electronic equipment, the student must **fill out and sign an equipment check-out form prior to check out.**
 - These can be requested at the front desk of the DRC and are available on a first-come, first-serve basis.
 - Check out begins the first week of the current term, and the return is the week prior to finals.
 - Students can track equipment they have checked out and when it is due in our online system AIM.

Alternative Formats

- Prior to receiving any alternative formats of text, the student will first **fill out an Audio Textbook Request form.**
 - Requests can be made at the front desk of the DRC.
- Student will need to **purchase the book and submit proof of purchase** before alternative format is distributed.
 - If a text book reader is checked out, it is to be returned the week prior to finals.

Testing Accommodations

- For exam accommodations, students will need to **schedule an appointment with the Testing Center** in advance of their test date.
 - In-person at the Testing Center, room RR138, in Roger Rook Hall
 - By phone at 503-594-3283

NOTE: Student **must** make sure the instructor knows to deliver their exam to the Testing Center prior to their scheduled appointment.

- **Scribes/Readers for tests** are available upon request with notice at least 10 days in advance.
 - Student **must** bring their syllabus to the DRC the first week of the term to allow time for scheduling.
 - Student **must** notify DRC with exact time and date of exam.

Sign Language Interpreter/ Captioning Services (in class)

- These are **available after completing an appointment** with a DRC Specialist.
 - Student **must** provide schedule and syllabus to the DRC at least one week prior to the term to allow for scheduling.