

# Center For Accessible Resources

## Faculty Updates ~ Fall 2015

### Letters of Accommodation

Letters of Accommodation (LOA's) are now being sent out for fall term. The LOAs are automatically sent to instructors by email when students request their accommodations with CAR. It is important for you to review these LOA's, but you do not need to take action until the student contacts you.

- Please remember that students are required to meet with their instructors at the beginning of each term to discuss the accommodations they plan to use, and to work out any logistics.
- Some accommodations are between you and the student; others are prepared by CAR.
- Note that LOAs do have an expiration date. Since a student's accommodations may change over the course of the term, always refer to the most recent electronic copy of the LOA – rather than a paper copy handed to you by the student.
- If a student approaches you to request additional accommodations that are not listed on the LOA, please do not hesitate to contact the CAR office at x 5150 for clarification.

### Chair Accommodations

The Center for Accessible Resources works closely with Facilities to make sure that students who have an alternate chair accommodation have adequate seating. (Chairs are marked at the base with very faint gold paint.) Alternate chair accommodations need to be requested and facilitated through the Center for Accessible Resources and listed on the student's Letter of Accommodation (LOA). Note: there may be multiple chairs in a classroom as the number of students with an alternate accommodation may vary by class section. Please don't move or relocate these chairs. If you notice that you have a chair with gold paint in your office, please return it to the classroom. If there are any issues surrounding alternate chairs in your classroom or with your students, please direct them to contact the Center for Accessible Resources (x 5150) as opposed to Facilities.



### New AIM URL

For those of you who use our AIM database, we are transitioning to a new server. This means that you will need to go to a different website in order to log on.

- The new URL is: <https://olympic.accessiblelearning.com/lanecc/>

Please remember to update all browser bookmarks and any other directional links you may have set up -- so you will continue to have access to AIM once the old link is deactivated. Feel free to contact CAR (x 5150) if you experience any difficulties in logging on to AIM.