Center for Accessible Resources

In-Class Service Provider Accommodations Student Agreement

Center for Accessible Resources (CAR)

All students using a service provider accommodation are responsible for understanding the following:

• Service Provider accommodations may take up to one (1)–two (2) weeks to arrange.

• Notetakers are assigned to be in class daily. In-class scribes, aides, and readers will be assigned on an "as needed" basis.

• Students must inform the CAR office of schedule and class location changes.

• Students must notify CAR if they are not going to class, or do not need a service provider.

• If a student is not in class, a service provider will not be sent.

• Service providers will leave if the student does not arrive within the first 15 minutes of class.

• Notes will only be provided for the duration of the student's attendance in class. If students step out of class, the service provider will pause taking notes while the student is out of the classroom.

• If a student is absent from class, and not heard from, services may be paused until the student meets with a CAR Advisor.

• Students are responsible for informing a CAR Advisor, by contacting the Center for Accessible Resources, if there are issues with a service provider.

• Other options in case there is not a service provider in class:

    o Audio record the lecture.

    o Share contact information with a classmate or two who record lectures or take good notes.

    o Identify a volunteer notetaker and provide copy paper from CAR.

    o Ask the instructor to post class notes on Moodle.

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

Date: _____

Signature: _____

Print Name: _____

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanecc.edu.