



## **Responsibilities 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, please follow instructions below.

#### **Request accommodations each term:**

- Register for classes and request accommodations as early as possible via the AIM portal.
- There is a subsequent request needed for Alternate Format and Testing for each item you need re-formatted or for each Test/Quiz/Exam/Midterm/Final. For specific instruction on these processes, visit the Alternate Format and Testing Accommodation pages.
- Meet privately with each instructor to share your Letter of Accommodation (LOA) and discuss the details of the accommodations you want to use in each class.
- Let CAR know about any schedule changes.
- If there difficulties using accommodations inform CAR as soon as possible.
- Keep your contact information up to date in myLane. Check you messages frequently and respond promptly.

#### **Alternate format (such as computer text with digital audio or Braille):**

- Contact alternate form 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.

**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 each term.

**Participate in interactive process:**

- Meet with your CAR primary advisor at least once each term.

**Timelines:**

Accommodations will not be available until requested. To ensure sufficient time to provide accommodations you must submit your accommodation requests as soon as possible or within the timelines listed below.

- Service providers (in-class aides/readers/scribes), interpreters, notetakers, TypeWell services: As soon as possible or 30 business days before start of the term.
- Furniture: 7 business days before start of the term.
- Test accommodations: 5 business days before each test/quiz/exam/midterm/final.
- Alternate format: Prior to start of the term.

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 delay, substitutions, or denial of accommodation.

**I have read and understand the agreement for students using furniture 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](mailto:AccessibleResources@lanecc.edu).