

## Frequently Asked Questions

### When should students contact Disability Resources regarding accommodations?

Students should plan to request accommodations prior to the start of each semester. Students who are new to MCLA are encouraged to set up a meeting prior to their arrival to the campus. If you are interested in scheduling an early Transition Meeting, please contact us.

### Can students still receive accommodations if they do not come in at the start of the semester?

Yes, students are encouraged to come in any time throughout the semester. However, accommodations are not retroactive and begin from the day the accommodation plan is delivered to the professor.

### What is the process for scheduling exams to be proctored by Disability Resources?

Students who have been approved for this accommodation must schedule their exams three days in advance. Students can access the Proctor Request Form from their MCLA portal page.

### What is the process for receiving a note taker?

Students who have been approved to access peer note taking as part of their accommodations will need to indicate to Disability Resources which courses they would like to receive peer notes for each semester.



**Our staff are available to partner with you!**

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**MCLA**

## Office of Academic Support and Disability Resources

Center for Student Success and Engagement  
Eldridge Hall, Top Level

## Accessing Accommodations

**PROVIDING  
STUDENTS WITH  
EQUITABLE ACCESS TO  
ALL MCLA PROGRAMS  
AND SERVICES**

### Our philosophy and programs assist students in:

- Fostering independence in college to the fullest extent possible.
- Embracing self-advocacy as a foundational skill.
- Developing skills to transition and succeed in their careers.

**MCLA**

## Program Purpose

### Welcome to Disability Resources!

MCLA encourages students with disabilities to participate fully in campus activities.

### What we Do?

Disability Resources provides, arranges, and coordinates reasonable accommodations for students with disabilities.

Students who wish to inquire about their eligibility for services must self-disclose their disability to Disability Resources and provide all required documentation of their disability.

## Accessing Services

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities.

Accommodations are determined on a case-by-case basis after reviewing all of the documentation. Early planning is essential for many of the accommodations provided. Students meet with the Disability Resource staff prior to the start of each semester to review accommodations.

## Documentation

The Americans with Disabilities Act defines a disability as an impairment that substantially limits one or more major life activities (e.g. walking, standing, learning, reading, concentrating, communicating, seeing, hearing).

Disabilities may be physical, psychological and/or learning-based in nature.

Students that wish to access services must provide current documentation of their disability submitted by a qualified professional.

The documentation should identify the disability, describe the challenges faced in relation to participation in college life, and recommend specific accommodations. All documents are kept confidential.

## Reasonable Accommodations

Disability Resources will work with students individually to determine accommodations that are reasonable for them. Based on students' documentation, an accommodation plan is developed to facilitate equal access. It is the responsibility of the student to deliver and discuss their accommodation plan with their professor.

## Typical Accommodations

### Priority Access Registration

Students with specific scheduling needs due to a disability may qualify to register early.

### Test Accommodations

Students may receive extended time, alternate setting, and/or use of assistive devices as appropriate. May qualify for a reader or a scribe.

### Foreign Language Substitution

Students with a specific language based disability may qualify.

### Alternate Format Materials

Students with qualifying disabilities may have access to books /materials in a variety of formats.

### Notetaker

Students may receive copies of a peer's notes to supplement their own notes.

## Assistive Technology

We will work with you to find a solution. Students may benefit from use of the following:

Kurzweil 3000  
Echo Live Scribe Smart Pen  
Sonocent/Glean Notetaking Software  
FM System Listening Device