

ACCOMMODATION INSTRUCTIONS

Accommodation	Person(s) Responsible	Comments
1. Tape classroom lecture	Student	Upon instructor request, student will sign contract to guarantee tapes will be used only for study and given to LAS Director at end of semester.
2. Books on tape	Student LAS office	Student should contact LAS office as soon as possible to make arrangements (4-6 weeks before start of semester).
3. Sign language interpreter	LAS office	Works as interpreter only, <u>not</u> a tutor.
4. Accessible seating	LAS office Instructor	Please make sure trap table is <u>reserved</u> for LAS student and is <u>easily accessible</u> .
5. Reader	LAS office	
6. Notetaker	Student Instructor LAS office	Instructor should ask for a volunteer notetaker. A special carbon notebook is available in C136 which the LAS student should get. Be careful not to identify the student needing the notetaker.
7. Enlarged print (font of 18 or greater)	LAS office Instructor	Student must bring book(s) to LAS office 2-3 weeks before class starts. The LAS office will get text books enlarged. We can also enlarge handouts, tests, etc. with enough notice. However, if you type a test or handouts on the computer, it would be easier if you would provide the necessary font adjustment.
8. Braille	LAS office	Books are ordered. We can convert material to braille. If you can save your material to a disk and get the disk to us, it would help. You may also email the material to us.
9. Adaptive equipment	LAS office	
10. 1 ½ time	Student Instructor LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. Tests can be taken in the testing center or LAS office. 24-hour notice is needed.

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11. Quiet room	Student Instructor LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. Tests can be taken in the testing center or LAS office. 24-hour notice is needed.
12. Writer	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations.
13. Test reader	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations. The student needs to schedule the appointment for a test reader. Instructors to supply 2 copies of test to test reader.
14. Assistive aids	LAS office	The student, instructor, and LAS Director should work together to provide suitable accommodations.