



RICHLAND COMMUNITY COLLEGE
Teaching and Learning Support Services
Learning Accommodation Services

Student Responsibilities upon Receiving Accommodations from LAS

- 1) Once you have been assigned an accommodation, it is your responsibility to do everything you can to take advantage of that accommodation. Accommodations are to assist you, not to do away with the need for you to do your work. Regular attendance is expected.
- 2) If you have been assigned a tutor, you will be expected to meet as scheduled. If you need to be absent, it is your responsibility to notify LAS at 875-7211, ext 379. TWO CANCELLATIONS will require a conference with the LAS Director before continuing accommodations.
- 3) NO children/friends are to be present during the session. This rule applies not only to students but also to tutors.
- 4) If, at any time, you feel there is a problem/concern, please contact the LAS Director for an appointment.
- 5) Your tutor will be instructed to wait ten minutes for you and then will leave. Make every effort to be prompt.
- 6) Your tutor will be paid for only the hours assigned through the LAS office. If hours need to be changed, please see the LAS Director to make arrangements.
- 7) If you need material typed for Braille or enlarged, get it to us as soon as possible--at least 1-2 days before you need it.
- 8) If a note taker is one of your accommodations, you need to ask the instructor of the class for a recommendation. If the instructor does not recommend anyone in the class, you should try to identify someone that would take good notes. A carbonless note book should be picked up by you from the LAS Office. Let me know if there's a problem.
- 9) If "books on tape" is one of your accommodations, you need to ask your instructor for a syllabus. This needs to be sent in with the book at least a month to six weeks before the start of the semester. This is your responsibility; tapes will be sent directly to you. Margaret will be glad to help you with the process. We will continue to pay the \$100 registration fee each year.
- 10) If you are coming to the LAS office for a test or quiz, schedule the appointment at least a day ahead.
- 11) It is your responsibility to notify your instructor if you are going to be absent; don't ask us to make the call.
12. The Resource Room will be really busy this fall. Please don't ask to use the phone; enter quietly, and do not bring food with you. All cell phones must be turned off and put up.
13. Keep your appointments and be on time!!