

Coahoma Community College Disability Support Services

EXPLANATION OF ACCOMMODATIONS/MODIFICATION

Student:

Please read and discuss with Michael Houston, Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer at Office #A100 located in Vivian M. Presley Administration Building, any concerns or questions you have regarding any and all requested accommodations. This notice to you will address some of the reasonable requested accommodations/modifications listed on the form (*Student Request for Reasonable Accommodations/Modifications Form*).

1. **Preferential seating:** You may sit anywhere in the classroom that you choose. Please choose to sit somewhere where you can see, hear, and listen to the instructor and any classroom participant.
2. **Examinations and quizzes given orally:** Arrangements must be made ahead of time for examinations and quizzes to be given orally. Documentation must support this request.
3. **Extended time on tests:** Time and a half is granted for extended time on tests. Arrangement will be worked out with instructor and Disability Support Services Officer. Documentation must support this request.
4. **Non-distraction environment:** Instructor may provide this environment or send exam to Disability Services Office.
5. **Peer Tutoring:** Coahoma Community College has a Student Affairs Tutorial Lab that provides free tutoring services in all subjects. The services are free, and we encourage all Coahoma Community College (CCC) students to attend the Tutorial Lab. The staff uses the student centered approach, which accommodates those students who prefer to work independently, as well as those who prefer to work in groups. To set up an appointment for tutorial services, the student can email Ms. Sharon Butler at sabutler@coahomacc.edu, call 662-621-4825, or visit the tutorial lab during the hours of operation. The hours of operation are Monday through Thursday 8:00 a.m. - 9:30 p.m. and Fridays 8:00 a.m.-4:00 p.m.
6. **Taped test:** This request must be supported in the documentation.
7. **Taping classroom lectures:** If a student needs to tape a classroom lecture, the student must pick up *Tape Recording Usage Policy Form* from the Disability Support Services Office. This tape cannot be given to other students, and the contents cannot be taken out of content.
8. **Copy classmates/instructor notes to supplement own:** This accommodation will be granted provided another student wishes to share his/her notes. The accommodation **does not** mean that the requesting student may sit and not take notes; the sharer's notes are to be a supplement. Coahoma Community College is not responsible for finding a note sharer; it is the student's responsibility to locate a classmate willing to share class notes. Instructor may provide notes as requested. Copying may be done in the Disability Support Services Office department free of charge.

9. **Handicapped parking:** Handicapped parking spaces are provided for a handicapped person who has the appropriate decal. Students with a disability will receive special consideration upon application to the Office of Campus Police.
10. **Adequate-warning devices in dorms:** To alert the student to any danger signal by an alarm siren whether light or sound.
11. **Access to audio textbooks:** This is provided through the Disability Support Services department on the campus you are attending. Ample time must be given to provide this accommodation. Student **MUST** contact Business Office Personnel.
12. **Interpreters, readers, lab assistants, aides, etc.:** Documentation must support this request. The Disability Support Services Officer must have sufficient notice for this accommodation to be provided. Paperwork must be completed at least six (6) weeks prior to need.
13. **Classroom location (accessibility):** All classrooms are accessible on campus. If a class is being offered in an inaccessible location, the class will be relocated to accommodate the student.
14. **Special dorm assistance:** This request will be honored if needed; please check on **Housing Application**.
15. **Mobility assistance:** Mobility assistance is available upon request, supported by documentation.
16. **Instructional support:** Instructional support is provided to all students. You must make it known to your instructors that support is needed.
17. **Additional time to complete assignments:** At the beginning of each semester, all instructors hand out and review a *Class Syllabus*. Students do not meet the same class every day and should have time to complete assignments. *This request is entirely up to the instructor for special circumstances. This request **MUST** be worked out with each instructor.*
18. **Authorization Consent:** This request is made by the student to release certain information to certain individuals, agency and departments.
19. **Note taker:** Upon request, the Instructor and Disability Support Services Officer will assist in identifying a willing student to share his/her notes. This accommodation **does not** mean that the requesting student may sit and not take notes; these notes are to be a supplement.
20. **Enlarged materials:** This request must be made in advance.

Other (be specific): Any other request must be made known and discussed with the Disability Support Services personnel.

If there are changes in needed accommodations/modifications, it is the student's responsibility to notify the appropriate personnel.