

Allegany College of Maryland
Academic Access & Disability Resources Office, H-1
Ms. Dione Clark-Trub, Access & Resources, Coordinator
Dr. June Bracken, Director
301.784.5234 or ADR@allegany.edu

In order to receive accommodations under the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 and its Amendments, a student must provide the Academic Access & Disability Resources Office with professional documentation regarding their disability.

Common Classroom Accommodations

Volunteer Note-taking:

1. Before each semester begins, stop by the Student Success Center (H-58) or BCC Testing Lab to pick up the number of Volunteer Note-taker packets that you will need.
2. Hand a packet to each of your instructors and ask for their assistance in finding a volunteer to take notes (instructions inside of the packet).
3. If a note-taker has not been identified by the end of the first week of classes, notify the disability resources office so that additional measures may be taken to find a note-taker.
4. If at any time during a semester you feel that the notes you are receiving are not accurate or legible, notify the disability resources office immediately by emailing ADR@allegany.edu or calling 301-784-5234.

Audio Recording of Class Lecture: Did you know that in Maryland, it is against the law to record conversations without everyone in the room being aware? Before recording a lecture, fill out a "Lecture Recording Agreement" (available from ADR) and present it to each of your instructors. Then, bring your recording device to class and let the instructor know that you are recording. He or she will tell the class that someone is recording the lecture.

Additional Time on In-class Writing Assignments: If there is an in-class writing assignment that you do not have time to finish within the class period, speak with your instructor to determine his or her preference for when and where you finish the assignment. Most instructors will want you to hand in the completed assignment the same day. They may suggest that you finish your work within the Testing Lab or in the Reading and Writing Center. Others might allow you to finish the work at home and hand in the complete product the next day. Follow the instructor's instructions.

Brief Exit from Classroom: At the start of the semester, have a private conversation with each of your instructors to discuss what symptoms might occur that would cause you to need to briefly leave the classroom. Establish a signal that you will give the instructor if you need to slip out quietly. That way, the professor will know that you are experiencing symptoms and will return to class as soon as you can.

Preferential Seating: On the first day of classes, arrive at your classroom early enough to be able to choose the ideal seat placement. Then, let the instructor know that you will need to keep that seat.

Sign Language Interpreter: The College will provide a sign language interpreter or live transcription service for students who are deaf. Work with the Academic Access & Disability Resources Office as you are planning your schedule and provide a copy of your finalized schedule to the office staff at least two weeks before the start of classes.

Common Testing Accommodations

Extended Time for Tests in a Distraction-reduced Environment: The Testing Lab is utilized to provide this accommodation. A day or two before each test, remind your instructor to send your test to the testing lab. Then, on the day of the test, report to the testing center with a photo ID. Remember, you must arrive at the Testing Lab at least an hour before closing; no tests will be administered in that last hour. Be sure to start your test with enough time before your next class or before the lab closes so that you will have enough time to complete it.

Reader and/or Scribe for Tests: Contact the testing center at your campus at least three (3) business days before the test to make an appointment for testing. The staff will need time to reserve a private room and to schedule an accommodation provider for the testing session. Also, remind your instructor that you will need your test sent to the testing lab. Remember to bring a photo ID when you report for testing at the scheduled time.

Contact the Cumberland Student Success Center at 301-784-5551 or the Bedford County Campus Testing Lab at 814-652-9528, extension 6204

Private, Supervised Room for Testing: Students who have been approved for this accommodation should contact the testing center at least three business days before the test to make an appointment for testing using the contact information above.

Other Common Accommodation

Textbooks in Accessible Format: To receive textbooks in accessible format that can be read-aloud by text-to-speech software, send a request to ADR@allegany.edu. Include in your message the title of each book, which edition, and the ISBN number. Academic Access & Disability Resources staff will order the electronic textbooks and contact you through your student email account when they come in.

Last revised 11/30/2018