

Frequently Asked Questions

When should students contact CSSE regarding disability accommodations?

Students should plan to make an appointment with the Disability Resource staff at 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.

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 CSSE?

Students who have been approved for this accommodation must come to CSSE three days in advance to schedule their exams and to complete and deliver the Exam Proctoring Checklist to their professor.

What is the process for requesting Priority Access Registration (PAR)?

Students must fill out the PAR request form and be approved for this accommodation. Request Deadlines are October 1 for Spring Registration and March 1 for Summer and Fall registration.

What is the process for receiving a note taker?

Eligibility for a note taker is based upon the student's documented disability; not all students qualify. Students must be approved for this accommodation and submit the courses for which they wish to request a note taker within the first four weeks of the semester.



Katie Sutton
Assistant Director of Disability Resources

Phone: 413-662-5318
Fax: 413-662-5444
Email: k.sutton@mcla.edu

Christopher Tate
Access Advisor

Phone: 413-662-5468
Fax: 413-662-5444
Email: christopher.tate@mcla.edu

375 Church Street, North Adams, MA 01247

MCLA

Disability Resources: Accessing Accommodations

PROVIDING EQUAL
ACCESS AND
OPPORTUNITIES FOR
STUDENTS WITH
DISABILITIES



CSSE/Disability Resources

Eldridge Hall, Top Level

413-662-5318 Fax 413-662-5444

MCLA

Program Purpose and Philosophy

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

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

Disability Resources is the designated office that obtains and files disability related documents, certifies eligibility for services and determines 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

Accommodations will be determined on a case by case basis after review of all documentation. Accommodations are provided on a semester-by-semester basis. Students are responsible for making an appointment prior to the start of each semester to request accommodations.

Documentation

According to the ADA, a disability can be psychological, physical, medical, cognitive/ learning, or another chronic condition as defined by a qualified professional.

Students that wish to access services must provide current documentation of their condition 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 the 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 who have specific scheduling needs due to their disability may qualify to register early.
- ◆ Test Accommodations
 - ⇒ Students may receive extended time, alternate setting, and/or use of assistive devices as appropriate.
- ◆ Course Substitution for the Core Foreign Language Requirement
 - ⇒ Students must have a specific language based disability to qualify.
- ◆ Access to Alternative Texts
 - ⇒ Students may receive the required course books in accessible formats.
- ◆ Note takers
- ◆ Assistive Technology

Please note that these represent some accommodations provided to MCLA students. Students' needs are reviewed on an individual basis and specific accommodations will reflect each individual student.