ACCESS for Students with Disabilites
GUIDELINES FOR SERVICES

ACCESS will make every effort to complete each request for services in a timely manner. However we will require a minimal amount of time to provide needed services. Because we have limited staff and equipment, the student should not expect immediate service.

Typical Times Needed to Provide Services

Classroom –Related Services:

- ☐ ASL Interpreter (request at the beginning of a semester) 1 month
- ☐ ASL Interpreter (within the semester for tutoring and other events) 2 weeks
- ☐ Real-time Captioning - 2 weeks
- ☐ Proctoring of quizzes and exams – 3 days
- ☐ Conversion of test to e-text - 2 days to a week
- ☐ Ergonomic Chair – 1 week (must alert ACCESS when you drop or add classes)

Transportation:

- ☐ When phoning for the Courtesy Cart – 1 hour

Technology:

The turn-around time for alternate formats is determined on a case by case basis. Upon review of the availability of the text to be formatted and converted, the Alternate Media Specialist may notify the student of the projected work plan based on the course syllabus.

- ☐ E-text - 1 -2 weeks
- ☐ E-text converted to audio – 1 week to 1 month
- ☐ Video captioning – 1 week to 2 months (dependent on producer's cooperation)
- ☐ Braille (handouts) 1 – 5 days
- ☐ Braille (text) Requests for Braille need to be made as soon as a student registers. 1 week / chapter
- ☐ Training on adaptive computer software – 1 day to 2 weeks

Counseling:

- ☐ Counseling appointments – 1 day to 2 weeks

I acknowledge that I have been notified of the appropriate time lines.

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Student Signature Date