

Disability Services and Programs for Students (DSPS) Accommodations and Guidance for Faculty

Eligibility for program participation is determined in accordance with guidelines established through the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and Title 5 of the California Education Code. Ensuring online content is accessible for all students (regardless of whether they may have a disability) is everyone's responsibility. Students who qualify for DSPS accommodations are responsible to promptly provide their instructor(s) with a Letter of Accommodation (LOA) signed by a DSPS staff via email (Los Rios Gmail recommended). The LOA lists accommodations that students are authorized to utilize in your class. To learn more about the process of reasonable accommodations, please contact DSPS at (916) 608-6611.

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Accommodations	Services Provided to Students	Guidance for Faculty
Alternate Media	Students submit requests at least 10 business days for the following: Text on tape/E-text Audio description Enlarged print CCTV/Magnifier Brailled text Assistive Technology	 Provide textbook information in advance to bookstore, on Canvas, course syllabus, and by request as soon as possible. If student regularly needs your course materials converted, provide materials directly to Keith Ellis, DSPS Alt Media Specialist. Provide tests requiring conversions at least 10 business days in advance Please contact Keith Ellis at (916) 608-6666 for more information regarding Alternate Media.
Interpreter Services	 Real-time captioning Sign language interpreter Note taker Tape lectures Closed/open captioning Preferential seating 	 DSPS arranges real-time captioners and sign language interpreters through an outside agency. Once the captioner is arranged, the instructor/meeting host will need to grant the captioner access to Canvas course/Zoom to begin captioning. Please see <u>Live Closed Captions - Assign Caption Input</u> for details. Note: The captioner is requesting course materials that require captioning at least two (2) weeks in advance. Please contact <u>Christy Pimental</u> at (916) 608-6634 for students authorized with these accommodations.
Note taking	 In-Class Note taker NCR Paper (N/A during remote operations) Potential note takers can either volunteer or receive a stipend. 	Faculty must recruit in-class note takers for students who are authorized notetaking accommodation in a confidential manner, preferably within the first week of class. Note takers interested in receiving a stipend must sign up through the DSPS Office at (916) 608-6611 as soon as possible to receive compensation. If faculty is unable to locate a note taker, please refer students back to DSPS.
Tape record lectures	 Digital Audio Recorders Live Scribe Pens Students sign a recording agreement acknowledging that they will only use recording for personal academic use. 	 Both federal and state law authorizes students with verified disabilities to audio record lectures. A student with this accommodation can borrow a digital tape recorder from DSPS (N/A during remote operations). Note: A best practice would be to record your online synchronous lectures and have it available to all students.
Testing Accommodations	 Extended time Print/Text enlargement Scribe/Reader Periodic breaks Distraction-reduced setting Computer use for tests Calculator 	Faculty are responsible for proctoring and extending time for all quizzes and tests for students needing this accommodations during remote operations. Typically, students are approved for time and a half or double time for all types of exams and quizzes. Note: Upon return to on-ground services, DSPS may continue to proctor quizzes and tests, as needed, in a distraction-reduced setting.
Short breaks Study Strategies	Usually 5 minutes or less, as needed, during class time. One-on-one study skills appointment	Students must be discreet when leaving and returning to class. Faculty: please do not identify students taking short breaks in class. Faculty are encouraged to refer students for study skills to Andrea Roberge, our DSPS counselor, who will work with students one-on-one and focus on areas to improve.

Faculty Resources:

Canvas

Online Education Support Resources

CCC Accessibility Center

Extended time

Zoom Meetings with Sign Language

Online Accessibility