



Disability Access Packet

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Student Support Services Mission:

To provide reasonable programs and services to enrolled students, including supportive counseling, career exploration, and disability support that allow students to meet the demands of college life, as independently as possible.



Disability Access

disabilityaccess@highlands.edu

[http://sites.highlands.edu/
student-support-services/
disability-assistance/](http://sites.highlands.edu/student-support-services/disability-assistance/)

Guide to Accommodations

Faculty Accommodation Notification (FAN): A Faculty Accommodation

Notification (FAN) is used by SSS to communicate approved accommodations. The student is responsible for requesting a FAN each semester, sharing it with course instructors (face-to-face, virtually, phone call or email) and discussing accommodations they plan to use for the course.

Description of Accommodations: The following is a list of accommodations that students may qualify for based on their disability and individual needs. Please note that this list is not inclusive of every accommodation that can be provided, nor is every student eligible for all of the accommodations. Entitlements to accommodations are based on documentation and [University System of Georgia's Board of Regents Standards](#).

Course Accommodations

| Accommodation | Description |
|---|--|
| Books in Alternate Format | <p>Student Support Services provides access to books in alternate formats (Ex: electronic textbooks, audio books) and screen reading software for students with this accommodation. SSS works with CIDI (Center for Inclusive Design and Innovation) to provide these at no additional cost to the student.</p> <p>The student may use electronic textbooks & screen reading software (with headphones if not in a private room) for access anytime students are expected to use textbooks (tests, quizzes, assignments or during lecture).</p> |
| Captioning Services (on-site or remote) & Audio Description | <p>The purpose of captioning services is to provide access to the material.</p> <p>Captioned Lectures: The student receives captioning services for access, on a course-by-course basis, as determined by DSS. In courses where the student receives captioning, the student is entitled to use an electronic device to receive wirelessly transmitted, real time captions, at their seat during live lectures.</p> <p>Captioned Videos: All course videos, films, or movies are legally required to have subtitles or captions available.</p> <p>Audio Description Videos: All course videos, films, or movies will need to have an audio description available for content that can't be heard (only seen on the screen), for students with visual impairments to access the information.</p> |
| Flexibility with Attendance and Related Deadlines | <p>Students should discuss individual needs with faculty regarding flexibility with attendance and related deadlines. Faculty are requested to work with students regarding course assignment deadlines and attendance. Immediate medical attention may not be required for the student's condition, but the student should notify faculty regarding intermittent disability related absences. Please discuss your attendance policy and assignment due dates as they pertain to the student's condition in relation to the pedagogical requirements of the course. Modifications of the attendance policy are always at the discretion of the professor. Please note the outcome of your discussion in writing and notify SSS via email so that it can be placed in the student's file.</p> |

Course Accommodations Continued

| | |
|---|--|
| Extended Time for Timed In-class Assignments | Extended time is for 50% or 100% - see student's FAN for this information. This is distinct from a homework assignment with a pre-set due date, like a paper or discussion post, where the student determines the amount of time spent on it. |
| Audio Record Lecture Notes | The student may audio record course lectures for access. This does not include class discussions of a personal nature. See attached agreement. |
| Priority Registration | Priority registration allows a student to register for classes early each semester. This provides the opportunity to arrange a schedule (to the greatest extent possible) that is suitable based on a student's disability-related needs. |
| Sign Language Interpreter (on-site or remote) | Sign Language Interpreting services are provided for access. The interpreter may be on-site or connecting with the student by video remote services. For video remote interpreting services, the student will use an electronic device to connect with a virtual interpreter, during live lectures. |
| Lecture Notes in Advance | The student receives access to instructor power point/notes ahead of time whenever possible. This accommodation is not a substitute for attendance. |
| Accessible Furniture | If a student or instructor finds that ADA compliant furniture is not in place where it is needed, the need should be reported to SSS staff who will contact the appropriate department to ensure the furniture is in place as soon as possible. |

Testing Accommodations

| Accommodation | Description |
|---------------------------------|--|
| Accommodated Testing Services | GHC Testing Centers are available to proctor exams with accommodations. See the Accommodated Testing webpage for scheduling and proctoring information. |
| Extended Time | <p>The student receives extended time on all tests, quizzes, and exams. Extended time is for 50% or 100% - refer to the student's FAN for this information.</p> <p>Course instructors will set extended time on online/D2L tests, quizzes and exams.</p> <p>For students taking other tests, quizzes and exams in the campus Testing Center, staff will set time and notify the student.</p> |
| Stop-the-Clock Breaks | <p>The student is allowed the regular amount of time for the test. The clock is stopped to allow for a break, and will be restarted clock when they begin again.</p> <p>Course instructors will set stop-the-clock break(s) on online/D2L tests, quizzes and exams.</p> <p>To create a stop-the-clock break for an online/D2L test, where a proctor is not present to pause the exam, faculty can add ten additional minutes per 60 minutes of test time</p> <p>For students taking other tests, quizzes and exams in the campus Testing Center, staff will set stop-the-clock break(s), and notify the student.</p> |
| Distraction Reduced Environment | <p>Student is allowed a distraction-reduced testing environment in a setting outside the usual classroom or testing center that limits auditory and visual interruptions. It allows for increased control of lighting, noise, or other environmental distractions that may impact student performance in a testing situation.</p> <p>A distraction reduced testing environment is available in the campus Testing Center.</p> <p>If a student is taking a test off campus, it becomes the student's responsibility to secure a distraction-reduced environment.</p> |
| Speech-to-Text Software/Scribe | Speech-to-text software enables a student to speak while the computer translates that into a word document. |
| Text-to-Speech Software/Reader | Text-to-speech software enables a student to listen to the text being read by the computer. |
| Spell/Grammar Check | Spell/grammar check software is allowed when the use of it does not fundamentally alter the course. |
| Non-programmable Calculator | Non-programmable/non-scientific calculators are allowed when the use of the calculator does not fundamentally alter the course. |
| Formula/Word Bank | Formula and/or word banks are created by the student and approved by the instructor for content. These banks are allowed during testing. |
| Word Processing Software | Use of a word processor/computer is used in lieu of handwriting. |
| Scantron Alternative | The student is allowed an alternative answer sheet for scantrons. |



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disabilityaccess@highlands.edu

<http://sites.highlands.edu/student-support-services/disability-assistance/>

FAN Student Checklist

- Read your FAN thoroughly to understand your accommodations and how to use them.
- Email your FAN to your professors during the ***first week*** of classes.
- Meet individually with your professors to discuss your accommodations during the ***first week*** of classes.
- Email disabilityaccess@highlands.edu to renew your FAN every semester.
- If you have questions or concerns regarding your accommodations, contact your Disability Specialist.



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Instructions and Agreement for Audio Recording Lecture

ATTENTION STUDENT: If you are eligible for the accommodation of recording classroom lectures, as stated on your Faculty Accommodations Notice (FAN), you are entitled to do so in a manner that is not disruptive to the class. In addition, you must discuss this accommodation with your instructor. Your instructor may require you to sign the agreement below.

ATTENTION INSTRUCTOR: If you have any questions or concerns regarding this accommodation, please feel free to contact Disability Support Services. The student's Disability Specialist will be glad to assist you.

Agreement and Conditions of Use for Audio Recordings of Class Lectures

Student Name: _____ **Semester/Year** _____

Course Title: _____ **Instructor:** _____

It has been determined that you are a qualified student with a disability, and based upon that determination, you will be allowed to make audio recordings of lectures as a reasonable accommodation for the above-named course. Any review, dissemination, or use of these recordings or the contents of these recordings by any persons other than yourself are strictly prohibited. Due to academic integrity issues and the possibility that some of the materials may be under copyright, your signature below acknowledges your understanding that this accommodation is intended solely for your personal use and may not be shared with anyone else by any means including copying, electronic reproduction, electronic transmission, or in person. Violation of this agreement may result in disciplinary charges through the procedures established in the GHC Student Handbook.

By signing this document, I agree to abide by the rules listed above, and at the conclusion of the semester, I agree to destroy or transfer the audio recording to the instructor.

Student Signature

Student ID

Date

Acknowledged by:

Instructor



Instructions for Requesting Textbooks from the Center for Inclusive Design and Innovation (CIDI)

How to Submit a Request:

1. Log into the [CIDI Student Center Login](#).
2. Select "My Requests" from the top navigation tabs.
3. Select the "Submit New Request" button.
4. Fill out the form. Obtain textbook information by contacting your instructor or visiting the campus bookstore online or in person. You will need the following information on each required text: **Title, Author, Publisher, Copyright, Edition, and ISBN.**
5. Select "Add Request" when your order is complete.

PLEASE NOTE: CIDI will only fulfill orders for books that instructors have listed as "required texts." You must order EACH book separately, including lab manuals, etc. that may be part of a bundle.

After Your Request is Submitted:

1. **Within four weeks** after your CIDI order is placed through the Student Download Center, your textbooks should be available. To download please go to [CIDI Student Center Login](#). There are clear instructions within the CIDI Student Center regarding how to download your books.
2. It is important that you **DOWNLOAD YOUR TEXTBOOKS and save your books**. Your books will be available for download 120 days from the start of the semester.

For Assistance:

- A video tutorial is available at [Submitting Book Requests](#).
- The [CIDI wiki](#) page has more information about the Student Center, and video tutorials.
- If you need additional assistance or training to use the CIDI Student Center or your electronic textbooks, please contact Disability Support Services.

Cut Here-----

Sign and Return to Your Disability Specialist

I understand that I can order CIDI books each semester. I understand that I am responsible for owning a physical copy of the book and may be asked to provide proof of ownership.

Printed Name_____ Signature_____

Date_____



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Instructions for Priority Registration

- Students with a disability, whose file is complete with Disability Access, are eligible to register early for classes during priority registration.
- Priority registration begins one week before the registration date found on the academic calendar. Disability Access will also send those dates to your student email address.
- An academic advisor must register **for** you during priority registration.

Please be aware of the following:

- It is recommended that students schedule an advising appointment in advance.
- The accommodation of priority registration does not override any institutional or departmental policy such as, but not limited to, the need for academic advisement or the removal of holds.
- **If you have any HOLDS on your account, you will NOT be able to register.**



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Student Checklist Testing Services

- Discuss your testing accommodations with your instructors and remind them to send the exam to the Testing Center at least one day before your exam(s).
- Schedule your test appointment with the Testing Center online at the Accommodated Testing page, at least one week in advance.
- Arrive on time for your scheduled test appointment at the campus Testing Center.
- If you are using extended time on an online test, remind your professor to grant you extended time at least 24 hours before your test.



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Testing Accommodations Instructions

Face to Face Course Tests

Two Options for Testing Accommodations:

- Students and instructors may choose a location determined by the instructor, such as his/her office or an available conference room near his/her office. Some faculty or programs of study proctor their own tests so they will also provide an appropriate space.
- Students may test at the GHC Campus Test Center; instructions provided below.

Instructions to schedule tests at the GHC Campus Test Center

GHC Testing Centers are available to proctor exams with accommodations. See the Accommodated Testing webpage for scheduling and proctoring information.

Students

- To make a request, students schedule their test appointment with the Testing Center online at the Accommodated Testing page. Tests must be scheduled at least one week in advance.
- Then students give their test day and time to their instructor, as soon as possible (by email, phone, or in person).

Faculty

- Complete a proctoring form for each test. The proctoring form is available online.
- Provide on proctoring form the exact procedure(s) the Testing Center staff needs follow.
- Submit the test and proctoring form to the Testing Center by 3:00 pm the day before the exam, via email to testing@highlands.edu.

Online/eCore Course Tests

Communicate clearly and in a timely manner via email with your instructor that you wish to have your accommodation of extra time on all tests, quizzes and timed assignments for the entire semester.

Three Options for Testing Accommodations:

- On Campus: Instructors may require student's to test on campus at the Testing Center. See scheduling instructions above.
- Off Campus: A list of proctored testing sites is available on the eCore website. These sites require three week advance scheduling and may charge a fee.
- Other: Instructors may provide the test online, in the setting of student's choice, and will set extended time for student's with this accommodation on their FAN.

GHC Testing Center
Carmel Brunson, Testing Coordinator
Email: testing@highlands.edu
Phone: 706-204-2110

General Testing Procedures & Disability Access Procedures:

The Testing Center does not accept walk-in testers nor provide unlimited time for testing.

STUDENT RESPONSIBILITIES:

- Schedule your test appointment with Testing Center via the online Accommodated Testing page. Tests MUST BE scheduled at least 1 week in advance.
- Give test days and times to your instructor through email, by phone, or in person as soon as possible. Instructor will send test to Testing Center.
- Arrive on time for your scheduled testing date.
 - If you arrive more than 10 minutes late for testing, you may, depending on availability, be required to reschedule your test in order to utilize all of your accommodations.
 - If you are absent for a scheduled test, you must contact the instructor to discuss whether you are able to make the test up, and then contact the Testing Center to reschedule.
- If possible, take tests during regular class test time. If your course schedule does not permit this, you will be permitted to take the test at a time convenient for you between 8:00am the day before and 5:00pm the day after the test.
- If possible, take tests between 8:00am – 5:00pm. If your course schedule does not permit, special arrangements will need to be made. Some evening hours are available to accommodate evening classes.

FACULTY RESPONSIBILITIES:

- Discuss with the student the specific test proctoring/accommodation needs and plans – per the accommodations listed on the student's Faculty Accommodation Notice (FAN).
- Complete a proctoring form for each test. The proctoring form is available online.
- Provide on proctoring form the exact procedure(s) the Testing Center staff needs follow.
- Submit the test and proctoring form to the Testing Center by 3:00 pm the day before the exam, via email to testing@highlands.edu.

DISABILITY SERVICES RESPONSIBILITIES:

- Determine appropriate accommodations and create the Faculty Accommodation Notice (FAN) that outlines the accommodations.
- Provide Testing Center with the approved testing accommodations on student's FAN.

TESTING CENTER RESPONSIBILITIES:

- Provide the student with the specified accommodation(s) on the student's Faculty Accommodation Notice (FAN).
- Ensure confidentiality.
- Ensure tests are administered utilizing proctor form guidelines provided by the faculty member for each test.
- Ensure test security.
- Completed tests are returned via email, OneDrive, and/or Interdepartmental mail.

If a test is not taken by a student, it will be held in the Testing Center for up to 2 weeks and then returned to the instructor through intercampus mail.

I have read and understand that it is my responsibility to schedule each test in the Testing Center and to notify my instructor of scheduled dates. I understand that I cannot test if I have not scheduled an appointment at least 1 week in advance (emergencies will be taken into consideration).

Student Signature

Testing Center Staff