

Accommodations & Student Responsibilities

Short Term 2016

The Office of Accessible Education and Student Support welcomes you to Short Term 2016 at Bates! Please review the following carefully - adhering to these guidelines will ensure we have the information we need for you to be able to use your accommodations effectively.

If you're approved for:

Exam Accommodations

If you plan to take an exam in the Office of Student Affairs, you must:

1. **Talk to your professor first about implementation of a testing accommodation.**
2. **Schedule with us a minimum of 2 business days in advance.** Failure to do so may mean that you are not able to take your exam here. Drop-ins will not receive accommodations.

How to Schedule an Exam:

Exams are scheduled with the Office of Accessible Education, by:

- Emailing request and above information to accessibility@bates.edu or
 - Stopping by Lane Hall 101 to complete an Exam Scheduling Form
3. **Let us know ALL approved accommodations you plan to use when you schedule** (for example: extended testing time, computer use, any assistive technology, separate location, etc).
 4. **Provide the day and time the exam is being administered in class, the course and professor.**
 5. **Coordinate with your professor to have the exam sent to our office.** Make sure we have the exam here and ready to go for you!
 6. **Arrive for your exam on time.** Please arrive at Lane Hall 101 ready to begin your exam on time. Arriving late may mean that you are not able to use your full allotted time.

Peer Note Taking

To utilize a peer note taking accommodation, you must:

1. **Register your accommodations as soon as possible.** Identifying peer note takers can sometimes take up to 2 weeks or more depending on the course.
2. **Pick up your notes!** You will receive an email with an assigned state (for example: Maine, Iowa) once your first note taker been identified. Notes will be deposited into your assigned folder in Lane Hall 101.
3. **Let us know ASAP if there are any issues so we can address them.** We won't know unless you tell us.

Text in Electronic Format

If approved to receive textbooks in electronic format, you must:

1. **Send the following to accessibility@bates.edu as early as possible:** Title, Author, ISBN #, Copyright Year, and Publisher. It can take up to several weeks, in some cases, to get an accessible file.
2. **Provide proof of purchase.** We cannot request a file from a publisher until we have this. You can drop off a copy of a receipt or email us the purchase confirmation.
3. **Use these files for your personal use only.** Files may not be distributed or shared with other students.