

# 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](mailto: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](mailto: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.