



Center for Accessible Resources

Responsibilities for Students Using Accommodations

Center for Accessible Resources (CAR)

Requests for specific accommodations are made with the Center for Accessible Resources (CAR). To receive accommodations in a timely manner, please follow instructions below.

Request accommodations each term:

- Register for classes and request accommodations as early as possible via the AIM portal.
- There is a subsequent request needed for Alternate Format and Testing for each item you need re-formatted or for each Test/Quiz/Exam/Midterm/Final. For specific instruction on these processes, visit the Alternate Format and Testing Accommodation pages.
- Meet privately with each instructor to discuss your Letter of Accommodation (LOA) and discuss the details of the accommodations you want to use in each class.
- Let CAR know about any schedule changes.
- If there are difficulties using accommodations, inform CAR as soon as possible.
- Keep your contact information up to date in myLane. Check your messages frequently and respond promptly.

Alternate format (such as digital text or Braille):

- Contact alternate format staff for a referral to the Titan Bookstore to purchase textbooks early.
- Complete a production request for each of your textbooks as soon as you register for a class.

Read and sign required forms:

- Remember when you sign a student agreement (including this one), you are confirming that you understand the information in the agreement.
- You will sign these each term.

Participate in interactive process:

- Meet with your CAR primary advisor at least once each term.

Timelines:

Accommodations will not be available until requested. To ensure sufficient time to provide accommodations you must submit your accommodation requests as soon as possible or within the timelines listed below.

- Service providers (in-class aides/readers/scribes), interpreters, notetakers, TypeWell services: As soon as possible or 30 business days before start of the term.
- Furniture: 7 business days before start of the term.
- Test accommodations: 3 business days before each test/quiz/exam/midterm/final.
- Alternate format: Prior to start of the term.

If a request is submitted after the deadline, reasonable efforts will be made by CAR to accommodate the request. However, CAR cannot guarantee such a request can be met. Untimely requests may result in delay, substitutions, or denial of accommodation. Accommodations cannot be provided retroactively.

I have read and understand the agreement for students using furniture accommodations requested through the Center for Accessible Resources (CAR) at Lane Community College.

Date: _____

Signature: _____

Print Name: _____

To request this information in an alternate format (Braille, digital, audio or large print), please contact Center for Accessible Resources: (541) 463-5150 (voice); 711 (relay); Building 19, 231; or AccessibleResources@lanec.edu.

It is a policy of the state Board of Education and a priority of the Oregon Department of Education that there will be no discrimination and harassment on the grounds of race, color, sex, sexual orientation, marital status, religion, national origin, age, or disability in any educational programs, activities or employment. Inquiries may be directed to the Chief Human Resource Officer, (541) 463-5115.