



## DISABILITY RESOURCES STUDENT RESPONSIBILITIES

\_\_\_\_\_ You must provide the Disability Resource office (DR) with appropriate documentation (as required by ADA) in order to receive services. Students may be required to provide periodic updates of such documentation and discuss the functional limitations caused by the disability with the DR Coordinator.

\_\_\_\_\_ You are advised to meet with an academic advisor to review classes, academic progress and degree requirements. You then need to meet with the DR Coordinator or Specialist to set up accommodations for your classes every semester you wish to use your accommodations. You should contact the DR office when changes occur or class accommodations are interrupted for any reason.

\_\_\_\_\_ Take advantage of your education at CCC and obtain assistance from other student services when needed such as Tutoring Services, The Financial Aid Office and TRiO.

\_\_\_\_\_ If you are registered with the Disability Resource office you must still meet the essential requirements of a class or program, such as attendance and turning in assignments, as outlined in each class syllabus.

\_\_\_\_\_ You are expected to adhere to college policies, the Student Code of Conduct and DR procedures.

\_\_\_\_\_ In the event you are not satisfied with your disability-related accommodations or have a problem with a specific instructor, contact the DR Coordinator. If informal discussions with college personnel have not resolved the issue, you have 10 days to submit a written complaint to the Dean of Student Services or his/her designee. Copies of guidelines are available upon request.

\_\_\_\_\_ We advise you to attend scheduled appointments with DR staff and obtain training on assistive technology if needed.

\_\_\_\_\_ Maintain borrowed equipment in good condition and return it by the date outlined on the Assistive Technology Loan Program form. If borrowed equipment is not returned when agreed upon a hold can be placed on your registration and grade transcript.

\_\_\_\_\_ You are responsible for making contact with your instructor and delivering your Letter of Accommodation forms to them. **After getting the form signed, please return one of the copies to the DR office and your instructor will keep the other copy for his or her records. Please do this within one week of receiving this letter.** It is also your responsibility to make contact with your service providers when appropriate. For classes that are online, DR staff will send your Letter of Accommodations directly to the instructor, upon your request and facilitate getting the signature.

\_\_\_\_\_ If you have an in-class service provider, such as a sign interpreter and/or VRI or CART and you do not show up within 15 minutes of the start of class, your service provider will leave and report the absence to the DR. If three consecutive classes are missed (without receiving prior approval) or if there is a pattern of missing classes on a regular basis, services may be suspended until after you meet with the DR Coordinator.

**I have read the above information and understand what my responsibilities are as a student receiving DR services.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date