Distraction Reduced Environment *

The student needs to take exams & quizzes in an environment with less distraction than what the classroom can offer. Most students take their exams and quizzes in the Testing Center. Occasionally, students will take their exam or quiz in the Disability Resource Center if there are exceptional circumstances.

Calculator ***

The student needs the use of a calculator to assist with math calculations that are required but are not an essential learning objective of the course. This refers to both in-class activities/ assignments and/ or exams. Faculty can determine the type of calculator that is appropriate and/ or if a calculator is appropriate to use for an exam.

CLASSROOM Academic Adjustments Auxiliary Aids

Alternative Media

Students that have learning differences and retain information through audio often utilize alternative media. Their books and classroom material are uploaded to be accessible for the student to access in an auditory format so that they can listen to the material rather than read. The student must work with our Accommodations Coordinator for this classroom adjustment.

Audio Record Lectures

The student is permitted to audio record lectures. They may use their personal recording devices or applications, or one provided by the DRC. These usually include smart pens, Sonocent or other notetaking software. Please note that when a student is provided with this accommodation, the student must sign an Audio Recording Agreement. A copy of this form is available on our department website.

Alternate Chair/Table

The student needs a chair and/ or table that is either wheelchair accessible or accessible to specific needs. Please consider assisting the student with this request if the classroom chair/ table is not accessible. If you need assistance, please contact the DRC and our Mobility Specialist will work with facilities to modify the furniture.

Captioned Multimedia

To stay in compliance with Sections 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act of 2009, Foothill College relies on administrators, faculty, and staff to provide equal access to all students regardless of their abilities. Faculty must ensure that any course videos shown either in-class or hybrid are closed captioned for equal and full access to class material. It is the responsibility of each classroom instructor to ensure that their videos are accessible. If assistance is needed to complete this task, please contact us, or visit our website where we have resources for instructors to utilize in captioning their class materials.

Classroom Breaks

The student may need to exit the classroom quickly due to symptoms of or conditions related to the disability. Please allow the student to leave and do not draw attention to the brief absence.

Need to Eat/Drink in Class

It is recommended to step out of the classroom to eat/drink. The student may need flexibility to eat or drink in class (provided that does not pose a safety issue) due to the nature of the disability i.e., such as a drop in insulin levels due to diabetes.

Note Taking or Assistance with Lecture Notes

The student has been approved for note taking services available through the DRC. We ask that the instructors make an in class that there is a student who needs a note taker. Most of the time, there will be a student volunteering to help. Please refer to the Note Taker to the Accommodation Specialist in the DRC for the next steps.

If you are not able to provide a note taker, please contact our Accommodations Coordinator for assistance.

Real Time Captioning

RTC is a speech-to-text communication access service. A captions provider is physically located in a remote location who can hear the audio through a microphone system set up in the classroom. The captions provider transcribes what gets said using a specific software application. The text is displayed simultaneously to one or more students via laptops or tablets via the internet. Our Deaf and Hard of Hearing Coordinator will set up these services and notify the instructor as soon as this accommodation is requested. Our office will provide the required technology, for more information please contact us or visit our website.

Sgn Language Interpreter

The student needs a sign language interpreter for full access to course materials. When this accommodation is in place; the certified interpreter will attend classes with the student and provide the student with visual interpretation of the spoken language in class. Our Deaf and Hard of Hearing Coordinator will set up these services and notify the instructor as soon as this accommodation is requested, for more information please contact us or visit our website.

Smart Pen

The student is permitted to use a Smart Pen recording device for recording lectures in the classroom. Smart pens are pens that record the lectures while students take handwritten notes on specialized notebooks which allow them to return to recordings in specific points. The student may either purchase their own or borrow one from the DRC.

Sonocent Software

The student is allowed to use the Sonocent software (on cell phones, iPads, or laptops) for recording lectures in the classroom. Sonocent captures audio during a lecture, allowing students to focus on listening to the lectures and mark the important topic for review. Sonocent is a very dynamic notetaking system that allows students to separate the lectures, color code them and combine the most important parts of the recording. It also allows the students to add personal notes, images, and slides.

Preferential Seating

The student is permitted to have preference with seating arrangements in the classroom. The students will often sit where they feel comfortable but please help the student as needed to sit in a location that they might

students have a testing adjustment that allows them to take a restroom break or eat a snack, the testing center holds onto all testing materials and the students' belongings during the break. Please be assured that the Testing Center is a professional environment where the students are observed and there is no access to the internet or to notes from other students. **Students are notified that a reasonable amount of time must be coordinated with the professor

*** Students are notified that under certain circumstances, (i.e., course requirements) not all Course Adjustments and Auxiliary Aids may be permissible by the professor.

Universal Design Learning (UDL)

Although it is not required, UDL is always recommended by Foothill College Disability Resource Center when developing curriculum that maximizes a more equitable learning experience for