

**MIAMI-DADE COMMUNITY COLLEGE
INTERAMERICAN CAMPUS
ACCESS SERVICES DEPARTMENT**

STUDENT RESPONSIBILITIES:

1. Prior to receiving services, students must complete a **Student Intake Form** and will need to have appropriate documentation, which verifies their disability on file.
2. Students must be registered at the **InterAmerican Campus** for the course for which they are receiving services.
3. To request accommodations, students must fill out a **Service Request Form** every semester. Services must be pre-approved by a Disabled Student Services Advisor. Eligibility of services will vary according to each student's disability and the student's coursework.
4. Students who have requested services from the Disabled Student Services Department must inform the Department of any changes in their registration and they must indicate these changes on the Service Request Form.
5. Students who want to have letters sent to their instructors (for special testing accommodations and/or to release information pertaining to their disability) must provide the name(s) of their professors. Otherwise, letters will not be sent out.
6. All disabled students are encouraged to take personal responsibility for informing their instructor about their needs and if necessary, the nature of their disability and how it may have an impact upon academic success in each particular course.
7. Arrangements for special testing accommodations must be made no later than **48 hours in advance**. If the student does not inform the ACCESS Department within 48 hours, it then becomes the student's responsibility to arrange the test schedule and accommodations directly with the instructor.
8. Students who require special testing arrangements must take their exams on the same day that the exam is given to the rest of the class by the instructor. The student must make any other arrangements with the instructor.
9. Testing accommodations may be provided by the instructor at his/her discretion.
10. Use of the computers at the ACCESS Lab is **only to be used with the supervision of a member of the Department**. The computers at the Lab are used only in cases where a staff member is working directly with a student. For any other purposes, the student must use the Computer Courtyard.
11. Students requiring note takers and/or readers in the classroom must attend class. The assigned note taker or reader will not attend the class or take notes for the absent student. Exceptions for extenuating circumstances must be pre-approved by the Director.
12. The Disabled Student Services Department will assign tutors to the student. Preferences for a particular tutor will not always be possible to satisfy. **Tutors are not here to do homework for the students.**

13. It is important that students be on time for all tutoring, note taking and/or reader appointments. **If an appointment cannot be kept, at least 24-hour notification to the assigned tutor is required.** If the tutor cannot be reached, the student must call the ACCESS Services Department at **(305) 237-6360** and leave a message if nobody answers at the time.
14. The tutor, note taker, and reader's time is very valuable. After one (1) "No Show" the student will be contacted by the tutor before the next scheduled session to remind them of the three (3) "No Show" Rule. **Three (3) "No Show" can result in forfeiture of services.**
15. Student's must initial their tutor's, note taker's and reader's time sheet **after each session** to confirm the hours being reported.
16. Students must **return any equipment borrowed** from the ACCESS Department **on/or before the last day of each term.** In addition, **if the student drops a class** for which the equipment was borrowed, it is the student's responsibility to **return the equipment immediately** to the ACCESS Department. Otherwise, **a hold will be placed on the student's record** until the student returns the equipment in working condition.
17. Since much of the ACCESS Department equipment is very expensive, **great care should be exercised so as not to damaged the equipment** in any way and maintain it in good working order for other students.
18. Students are encouraged to schedule an appointment with a Disabled Student Services advisor to discuss academic progress and any other concerns.

I understand that my signature indicates that I have received and read the **Student's Responsibilities Form**, which constitutes an agreement between the Disabled Student Services Department and myself.

Student's Name

Social Security #

Student's Signature

Date