



ACCESSIBILITY  
RESOURCE  
CENTER

# **ACCOMMODATION DESCRIPTIONS**



ACCOMMODATIONS		ACCOMMODATION DESCRIPTIONS	
EXAMS	<p>Extended time to complete an exam or quiz.</p> <p>As per policy regarding test accommodations for students with disabilities, faculty are asked to provide 1.5X-2.0X times for exams.</p> <p>Please refer to the next two columns for additional exam accommodations.</p> <p>ARC is available to provide this accommodation if time and space do not permit within the department.</p>	Braille	Reader
		Calculator	Screen Magnification
		CCTV	Screen reader
		Computer	Semi-private room
		Enlarged font	Speech recognition software
		Private room	Spell check
CLASSROOM	<p>Use of basic scientific calculator during exams</p> <p>The nature of the student's disability determines the appropriateness of a basic scientific calculator for exam items that do not measure the academic skills of computation.</p>	Basic Scientific Calculator	<p>DOES NOT INCLUDE USE OF:</p> <ul style="list-style-type: none"> <li>• Electronic writing pads</li> <li>• Calculators with wireless access</li> <li>• Graphing or financial calculators</li> </ul>
	<p>Use of test aid during exams</p> <p>The nature of the student's disability warrants use of visual cues, such as basic formulas, vocabulary list, etc., which are specifically not the answers.</p>	Accommodation requires student to present completed test aid to professor for approval prior to the exam and obtain professor's signature on the aid as a form of approval.	
	<p>Access to lecture notes</p> <p>Access to lecture notes is critical for student learning. Three methods for students with disabilities: (a) digital recording lectures or smart pen, (b) class notes provided by the instructor, (c) supplemental notes by a peer volunteer, and (d) use of video recorder , and (e)use of laptop in class.</p>	<p>ARC provides digital recorders and smart pens to students and requires no action by the professor.</p> <p>Requests are sent from <a href="mailto:arcnotes@unm.edu">arcnotes@unm.edu</a> for provision of notes or PowerPoint slides by a professor.</p>	ARC sends requests for supplemental notes by a peer volunteer directly to class rosters. The volunteer student is provided a \$75.00 scholarship at the end of the semester as a token of our gratitude for service.
	<p>Access to slides in advance of the lecture</p> <p>Access to PowerPoint slides in advance of the lecture provides students an opportunity for independently taking lecture notes, structuring information according to key concepts, and advance review prior to lecture.</p>		

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Signed language interpreter	ARC will provide signed language interpreters. The interpreter's responsibility is to provide interpretation services between a) students and others whose primary mode of communication is American Sign Language (ASL) and b) those who do not know or use a signed language, and whose primary mode of communication is spoken English.	<b>Additional Accommodations</b>	
		Clear view of speaker's lips	Closed captioned videos
		Front row seating	Real-time captioning
		Interpreters for one-on-one meeting and office hours	FM hearing system in class
		Interpreters for tutoring sessions and outside group activities	
Lab partner or lab assistant	A lab partner or assistant helps the student with tasks such as physically handling materials and reading printed text.	There are occasions when stressors related to group or teamwork exacerbate symptoms related to a student's disability and independent rather than team/group work is appropriate.	
Deadline extensions	The nature of the student's disability includes symptoms which could exacerbate unexpectedly causing an inability to complete homework prior to a due date.	<b>Points to Consider</b>	
		Are assignments used as class content when they are due? (e.g. problem sets reviewed as the first lecture on that content)	
		How long was the class allowed to complete the assignment? Extensions should correspond to the initial timeline not in comparison to the entire semester.	
		Provide a specific new deadline for the extension.	
Attendance adjustment	In accordance with UNM Policy D170 on attendance found in the Faculty Handbook, attendance is required by all students. While ARC cannot supersede this requirement, we work with students and faculty when an absence or tardy is related to the disability. The nature of the of a student's disability includes symptoms which could exacerbate unexpectedly causing an inability to attend class on a given day.	<b>Points to Consider</b>	
		What does the course description and syllabus say about attendance?	
		Is attendance factored in as a part of the final course grade?	
		Is there classroom interactions between the instructor and students, among students?	
		Do student contributions constitute a significant component of the learning process?	
		Does the course rely on student participation as a method of learning?	
		What is the impact on the educational experience of other students in the class?	
		Is there content only offered in class?	

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CLASSROOM	Alternative Classroom Needs	<p>The nature of the student's disability requires seating in a specific location; ability to wear specific articles of clothing; a device to limit sound; or limit exposure to specific chemicals, foods, or odors.</p> <p>Example of informing students of Multiple Chemical Sensitivity accommodation:</p> <p>The University of New Mexico supports sustaining healthy indoor air quality. In the interest of promoting the health and safety of the University, we are requesting this class to be a perfume-free environment. Some individuals at UNM have been identified as having Multiple Chemical Sensitivity, listed under the American Disabilities Act as a physical disability. Individuals with this diagnosis are sensitive to many products that we wear each day. Please refrain from using perfume-scented personal care, laundry, and cleaning products. Thank you for your consideration of others in providing an environment in which every person on campus can feel safe and comfortable.</p>	<p><b>May include:</b></p> <p>Alternative method of delivery</p>	
			Front row seating	Back row seating
			Aisle seating	Seat near door
			Notification of chemical sensitivity to all students	Additional passing time between locations
			Allowance to sit	Allowance to remain standing
			Allowance to wear sunglasses	Allowance to close eyes
			Limit extraneous noise	Allowance to wear ear buds
			Allowance to leave class	Relocation of class to accessible location
			Allowance to wear headphones or ear buds	

CLASSROOM	Alternative Text	Student requires electronic version of all course materials in order for study using a screen reading Device.	ARC converts all textbooks for use by student. We are also available to convert printed materials if they cannot be provided to the student electronically as a readable PDF or .rtf file.
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CLASSROOM	Alternative Furniture	Students may require alternative chairs, tables, lighting, etc. provided by ARC and distributed to appropriate locations by UNM movers.	Please assist ARC in ensuring the alternative furniture remains in the assigned room and location. Feel free to notify ARC should the furniture go missing.
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CLASSROOM	Assistance during emergency	Students with orthopedic disabilities may not be able to evacuate the building during an emergency when elevators are not available and students with visual or hearing disabilities may need additional assistance.	<p><b>Suggested assistance:</b></p>
			Student is the best authority of action that needs to be taken at this time
			Student moves into closest stairwell or area of evacuation indicated on the building floorplan.
			Faculty or other designee informs rescue personnel of student's location.

CLASSROOM	Use of service animal	Individuals at UNM are not required to register with ARC in order to bring a service animal on campus. Please ask others to refrain from petting, feeding, distracting, or startling the animal. Bring animal behavioral concerns to the attention of ARC. Dogs and miniature horses are the only species allowed to be service animals.	<p><b>Allowed to ask only two questions:</b></p>
			Is the service animal required because of a disability?
			What work or task has the animal been trained to perform?