****

Access & Disability Services (ADS)

Student Agreement of Responsibilities

# Student responsibility:

* **Renew your accommodations quarterly.** Log in to your [MyADS Student Portal](http://www.whatcom.edu/access) after registering for classes. There is a 24-48 hour delay from when you register to when your schedule will show in MyADS.
* **Notify ADS of any changes** to your class schedule or contact information. Notify ADS of any problems or difficulties in receiving your accommodation.
* An appointment with ADS staff may only be needed if you wish to request **new accommodations**. Additional documentation attesting to your eligibility for additional accommodations may be required.
* During the first week of the quarter, **meet with your instructors** to discuss your accommodations with them.
* **Return all equipment/items** borrowed from the ADS Office or Student HelpDesk by the last day of the quarter.

# If you have been approved the following accommodation(s):

* **Alternative format textbooks:** Submit your request as soon as possible with a copy of the receipt of purchase/rental for the textbooks. Once we receive the receipt, the digital text will be uploaded to DropBox and shared with you.
* **Extended Time Exams:** remind your instructors to send the exam to the Testing Center the day or two before the exam. Always bring photo ID to the Testing Center.
* **Accommodated Exams:** if you require a reader, scribe, computer or a private room, you must submit your exam schedule as soon as possible to ADS@whatcom.edu. Less notice may result in scheduling delays.
* **Peer NoteTaker:** your instructor can request a classmate volunteer to take notes or you can ask a classmate yourself. You are responsible for picking up the notetaking paper from the ADS office when your notetaker needs more paper. If a notetaker is not found, you need to let ADS know as soon as possible.
* **ASL Interpreter or Typewell Transcriber:** If you are unable to attend class, please email the office (ADS@whatcom.edu) as soon as possible so services can be cancelled.
* **Equipment or furniture accommodations:** Notify the ADS Office prior to the beginning of the quarter. If furniture or equipment must be purchased, delays of up to 8 weeks may occur.

As soon as Quarterly Registration begins:

* **Meet with an academic advisor:** (drop-in or appointments available) to discuss what classes you should take in the next quarter. The Entry and Advising office is located in LDC 116 and can be reached at 360-383-3080.

# Things to keep in mind when scheduling classes:

* Try not to schedule classes back-to-back if you are planning on using testing accommodations.
* Leave a break between classes if you have difficulty concentrating. This will give you time to regain focus or recopy notes from what you just learned, which will help you retain the information better.
* Leaving a break between classes is also a good idea if you have difficulties getting from class to class. By scheduling yourself time to stop and rest, you will be better prepared for your next class.
* Pay attention to your course load. Will you be overloaded with credits? If so, work with your advisor to arrange a schedule that you will be able to handle.