

As you finalize your syllabi for your current semester courses, please consider including a statement reminding students who may be disabled by the learning environment that it is their responsibility to inform you and the Office of Disability Services /ODS of their need for accommodations. This approach preserves students' privacy and also indicates your willingness to provide accommodations as needed.

*Examples of statements you may include on your syllabi follow:*

### Disability Accommodations

Bristol Community College complies with federal legislation for individuals with disabilities (Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 and the ADA of 2009) and offers reasonable accommodations to qualified students with disabilities. It is your responsibility to notify me and the Office of Disability Services of your need for classroom accommodations. Accommodations are arranged through the Office of Disability Services/ODS, which will issue a confidential Disability Services Accommodation Form signed by both the Learning Specialist and student. This should be accomplished, when possible, during the first two weeks of class. If you have questions about the process, please contact ODS by calling (508) 678-2811 (Fall River, ext. 2955, L109; Attleboro, ext. 2996, room 115; New Bedford, ext. 4011, NS 151). You may also contact ODS online at <http://www.bristolcc.edu/students/disabilityservices/>

- If you have a documented disability and will be requiring accommodations, please contact me and the Office of Disability Services (L109, 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996, Room 115 New Bedford, ext. 4011, NS 151) as soon as possible to arrange for appropriate accommodations. You may also contact ODS online at <http://www.bristolcc.edu/students/disabilityservices/>

- Any student with a documented disability in need of academic adjustments or accommodations is requested to speak with me and the Office of Disability Services (L109, 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996, Room 115; New Bedford, ext. 4011, NS 151,) as soon as possible to arrange for appropriate accommodations. You may also contact the office of disability services online at <http://www.bristolcc.edu/students/disabilityservices/>
- I encourage any student in need of accommodations for a specific documented disability to meet with me and the Office of Disability Services (L109, 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996, Room 115; New Bedford, ext. 4011, NS 151) at your earliest convenience to ensure timely and appropriate accommodations. You may also contact the Office of Disability Services online at <http://www.bristolcc.edu/students/disabilityservices/>

### **For Online Courses:**

If you are a student who would normally seek accommodations in a traditional, face to face classroom, please speak to me and the Office of Disability Services as soon as possible. You may contact the Office of Disability Services to arrange for appropriate accommodations by calling 508-678-2811--Fall River, ext. 2955; Attleboro, ext. 2996; New Bedford, ext. 4011) or by stopping by L109. You may also contact the Office of Disability Services online at <http://www.bristolcc.edu/students/disabilityservices/>

### **Other Considerations:**

- **Please select accessible media for your classroom and supplemental work. Accessible media is captioned, screen-reader friendly, and equipped with voiced-over descriptions. Planning ahead means less expense on access accommodations in the future. Why not check out Films on Demand through our campus library for captioned selections**
- **Confidentiality of all student information is essential. At no time should the class be informed that a student has a disability, unless the student makes a specific request to do so.**
- **Announce reading assignments well in advance for students using taped materials or other alternative formats. To record an entire book takes an average of six weeks; ODS can produce the materials in installments when informed of the sequence in which the materials will be used.**

For added assistance, ODS now has a number of screencasts that focus on assisting students who have disabilities. You may find these resources at the following location:

### ODS Resources

Screencasts and other resources to assist students with disabilities:

- [Working with Students on the Autism Spectrum](#) (.PDF)
- [Testing Accommodations Screencast](#)
- [Students with Disabilities Screencast \(Transcript\)](#)
- [Students on the Autism Spectrum Part 1](#)
- [Students on the Autism Spectrum Part 2](#)
- [Students with ADD/ADHD](#)
- [Making online course accessible](#)

As always, thank you for your efforts and please do not hesitate to contact our office (Fall River, L 109, ext. 2955; Attleboro, Room 115, ext. 2996; New Bedford, NS 151, ext. 4011) if you have any questions or need anything clarified.