



Harrisburg Area Community College

Student Access Service

Greetings student,

Please take a few moments and review the following statements. During intake with this will be part of what will be discussed and will ask for you to confirm you understand. The following is important information about your accommodations.

- The accommodations that are available to me are those that are specified in my Accommodation Letter based upon the documentation that I have with the SAS office. I understand I might be asked to provide additional documentation if requesting accommodations that are not supported by my current documentation. I understand that there may be circumstances in which an accommodation may significantly alter or lower the standards of a course or program and therefore not be permitted.
- The responsibility for obtaining accommodations in the classroom is mine. It is my responsibility to request that my accommodation letter be sent to my faculty members before the start of every semester. It can be done at: [CAS - Central Authentication Service Login \(hacc.edu\)](https://www.hacc.edu/Students/DisabilityServices/Forms-and-Links.cfm).
- It is also my responsibility to meet with my professors at the start of each semester to discuss how I will use my accommodations in their class.
- If I have questions, concerns or need assistance I will contact the Student Access Services Office in a timely manner. If, after consulting SAS, I believe I am still not being accommodated, I can follow the Grievance procedure. I can find the procedure under AP 591 and AP 521 which are listed on the Student Access Services-Forms and Links page at <https://www.hacc.edu/Students/DisabilityServices/Forms-and-Links.cfm>.
- If testing accommodations are part of my accommodation letters, I will arrange this with the instructor and Student Access Services in advance. If a different location is needed, I will follow the campus testing process as explained to me during this intake. In the event of an emergency and cancellation is necessary, I will contact the professor and Student Access Services immediately. SAS will not support requests for accommodations that are not specifically listed on the Accommodation Letter.
- If I have been approved for an interpreter, captioning or a note-taker service, I need to communicate my class schedule with SAS as soon as possible (at least 2 weeks before classes begin) to ensure that I have access to these services for the start of classes. I need to communicate at least one week in advance to schedule services for individual meetings. If I need to cancel these services, I will notify SAS at least 48 hours in advance. If I do not meet these conditions, my interpreting /captioning may be suspended pending a meeting with SAS to discuss the terms above.
- If I have been approved for audio recording: I understand that, as a student enrolled at Harrisburg Area Community College who has a disability that affects my ability to take or read notes, I have the right to record my class lectures for use in my personal studies only. I realize that lectures taped for this reason may not be shared with other people without the written consent of the lecturer. I also understand that recorded lectures may not be used in any way against the faculty member, other lecturer, or students whose classroom comments are taped as part of the class activity. I am aware that the information contained in the recorded lectures is protected under federal copyright law and may not be published or quoted without giving proper identity and credit to the lecturer. I agree to abide by these guidelines with regard to any lectures I record while enrolled as a student at Harrisburg Area Community College.
- I give the Student Access Services staff permission to advocate on my behalf, which may include releasing information regarding specific accommodations arranged by Student Access Services. This information may be released to HACC professional personnel, such as: instructors, advisors and security staff as deemed appropriate by the student and Student Access Services. Confidential documents and notations submitted by licensed medical or psychological practitioners will be filed in a private file, not part of my general HACC record, and will not be released without the permission of the student.