

Responsibilities of Students Receiving Accommodations

Keep things running smoothly! For ongoing Accommodations you are required to:

- Respond to the quarterly DSS email inquiry to renew accommodations. Although you will not be required to meet with DSS each quarter, your request is required every quarter that you wish to receive Letters of Accommodation.
- Meet with the Coordinator to update information or change accommodations.
- Discuss the implementation of the listed accommodations with each instructor.
- Immediately contact DSS with any questions or concerns.



Testing Appointments

- Arrange with the instructor to test in the testing center.
- At least 2 days before the exam, contact the Testing Center (Room 236, Phone: 509-527-4267, Email: testing@wwcc.edu) to schedule an appointment.
- Schedule exam at the same time or as close as possible to the class exam.
- Check-in at the Testing Center, Room 236. (Don't forget to bring your required ID!)
- Contact the Testing Center and your instructor at least 2 hours before your exam appointment if you are unable to attend.



Support Equipment and Software

The Access Room in the college library has the following adaptive equipment and software: computer, scanner, printer, Jaws, DRAGON Naturally Speaking, and magnification with screen reader. The DSS department loans in-class equipment related to a student's accommodation. Contact 509-527-4262 about discussing the availability of equipment through DSS.

Training videos and instructions are available at <https://www.wwcc.edu/student-resources/disability-services/equipment-and-resources/>

Requesting Alternate Text Formats

- Complete the request form preferably six weeks in advance and submit the form to the DSS Office
- The following information is required to complete the form:
 - Title of course, course # and instructor's name, date material is needed
 - Text title, edition, author, ISBN #, publisher, copyright, and # of pages requested
- Purchase the textbook and bring verification of purchase to the DSS Office.

