

**ACCESS CENTER**  
*For Academic Accommodations and Adaptive Technology*  
Metropolitan State College of Denver

Welcome to the ACCESS CENTER serving the Auraria Campus. Our office is committed to providing equal opportunities and fostering the educational growth and development of all students through higher education. In particular, the ACCESS CENTER staff is available to provide assistance to qualified students with disabilities and arrange for reasonable accommodations that will address specific educational needs. We will also work continuously with the members of the Metro Community to identify solutions to attitudinal and architectural barriers that might impede the successful completion of studies by a student with a disability.

**REGISTRATION AGREEMENT**

- 1) I understand I am requesting accommodations from the ACCESS CENTER. To receive accommodations, I must complete an intake interview and provide acceptable, professional documentation of a disability(s). It is my responsibility to provide updated documentation to the ACCESS CENTER staff for a review and/or change in accommodations if the disability changes or upon my request
- 2) I understand the ACCESS CENTER staff will give consideration to the type of accommodation I request; however, the staff may offer an effective but different accommodation. They will work with me to assess whether the alternative choice is effective.
- 3) I understand the ACCESS CENTER staff cannot serve as advisors or advocates for judicial hearings, disciplinary action and/or code of conduct meetings since this is beyond the scope of providing academic accommodations.
- 4) I understand students with disabilities have rights and responsibilities in the post-secondary educational setting. (Please review the attached Rights and Responsibilities information). I will be expected to fulfill student responsibilities while at the Auraria campus.
- 5) I understand I am responsible for obtaining a faculty notification letter, from my ACCESS CENTER counselor, to notify my instructors of my approved accommodations. It is advisable to do this, before the beginning of each semester, to avoid any lapse in receiving the approved academic accommodations.
- 6) I understand if I request accommodations which must be arranged prior to the semester (i.e. books on tape, interpreter services, special furniture), I will be expected to utilize priority registration and I will provide my class schedule along with related forms to the ACCESS CENTER.
- 7) I understand if I request the ACCESS CENTER staff to facilitate accommodations on my behalf, they may need to consult with other campus personnel. I give my permission to have disability-related information shared with appropriate campus personnel to facilitate such requests. Examples of personnel would include: ADA Coordinator, Equal Opportunity Officer personnel, Academic or Financial Aid Advisor, Tutoring Center Staff, Handivan Staff, Faculty Member, etc.
- 8) I understand the ACCESS CENTER will provide disability-related information for Affirmative Action reporting and research functions. My name will be kept confidential. The only information released is statistical data.
- 9) I understand the ACCESS CENTER does not provide personal services. If I require these services, (i.e., counseling, personal attendant, tutoring), they may assist by providing the appropriate referrals.
- 10) I understand the ACCESS CENTER has surveillance cameras in use in the department and video recordings may be supplied to College officials (including faculty) as deemed necessary for official College business and to maintain academic integrity.

*My printed signature below signifies my understanding/agreement to the ACCESS Center's policies and procedures.*

Printed Name of Student \_\_\_\_\_ Today's Date \_\_\_\_\_

## **Rights and Responsibilities of Students with Disabilities**

### **Rights:**

- to an equal opportunity to participate in and benefit from courses, programs, services, or activities offered through the college;
- to an equal opportunity to work and to learn, and to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- to appropriate confidentiality of all information regarding the disability and to choose to whom information about their disability will be disclosed, except as disclosures are required/permitted by law;
- to information, reasonably available in accessible formats.

### **Responsibilities:**

- to meet qualifications and maintain essential institutional standards for courses, programs, services, or activities;
- to self-identify as an individual with a disability when an accommodation is requested and to seek information, counsel, and assistance as necessary;
- to demonstrate and/or document (from a licensed professional) how the disability limits participation in courses, programs, services, or activities;
- to follow published procedures for obtaining information, services and reasonable accommodations.

## **Rights and Responsibilities of the ACCESS CENTER**

### **Rights:**

- to evaluate and/or identify functional limitations of the student's disability to determine appropriate academic adjustments and accommodations needed for courses, programs, services and college activities;
- to request and receive from student, current documentation that supports requests for reasonable accommodations, academic adjustments, and/or auxiliary services;
- to deny a request for reasonable accommodation, academic adjustments, and/or auxiliary services if the documentation demonstrates that they are not warranted, or if the individual fails to provide appropriate documentation;
- to select among effective reasonable accommodations, academic adjustments, and/or auxiliary services;
- to deny a request for an unreasonable accommodation, adjustment, and/or auxiliary service or one that imposes as undue hardship or fundamental alteration on a program or activity of the college.

### **Responsibilities:**

- to ensure that qualified students receive academic adjustments and accommodations for courses, programs, activities, and services in the most integrated and appropriate settings;
- to provide information to students with disabilities in accessible formats upon request;
- to evaluate students on both their abilities and disabilities;
- to maintain appropriate confidentiality of records and communication, except where permitted/required by law.