



Disability and Accessibility Support Services

supportservices@walshcollege.edu

Some accommodations require advanced notice to put into place. Students should register at least two weeks prior to the beginning of the semester to ensure accommodations are ready prior to the first day of class.

Walsh provides accommodations for students with disabilities and remains in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Students must present required documentation of the disability and upon completing an interactive consultation with a member of the Disability and Accessibility Support Services team, eligibility is determined. Accommodations are based upon an individual's documented disability and provide students with equal access to the classroom.

Accommodations:

Additional Testing Time (double time or time and half): Students who have the accommodation of additional testing time (double time OR time and half-as denoted on accommodation notification) on all quizzes/tests/examinations may need to have testing time adjusted in the Moodle platform if their tests or quizzes are administered through Moodle. If students are taking a course on ground or through Zoom and the quizzes/tests/examinations are proctored by the instructor during a scheduled class session, the student will need to take their quizzes/tests/examinations in the Walsh Testing Center to ensure they receive their additional testing time. Students may schedule examinations in the Walsh Testing Center at least a week in advance by emailing testingcenter@walshcollege.edu. Instructors that need assistance with adding additional testing time in Moodle can review this lecture on [granting special permissions on a quiz](#), or email onlinesupport@walshcollege.edu for additional assistance.

Private Room with a Proctor: Students who have this accommodation may take their tests/quizzes/exams via a proctored setting, in a private space with minimal distractions, and with an approved proctor at the Walsh Testing Center. Students may schedule examinations in

the Walsh Testing Center using a private room with a proctor at least a week in advance by emailing testingcenter@walshcollege.edu.

Note Taker: Disability and Accessibility Support Services will provide a subscription to Glean (a web-based note taking solution) for students requiring a note taker. It is strongly advised that a student registers for their course(s) at least two weeks before their first semester begins to put this accommodation into place.

Use of Tape Recorder: Students with an accommodation to allow the use of a tape recorder may use a tape recorder for instruction. Taped material is to be used only for completion of a course and is not for duplication or dissemination to anyone else. Students who utilize a tape recorder are required to sign an agreement at the beginning of their academic career at Walsh.

Interpreter: Hearing-impaired students may require an interpreter to be present in class. Additional strategies for instructors for increased access for hearing-impaired students might include the instructor speaking directly to class, re-stating questions, and encouraging students to speak one at a time during group discussions.

Breaks (10-60 minutes as needed): Students may require frequent breaks in class or during examinations. In these cases where a student is taking a course on ground or through Zoom and the exam or quiz is proctored by the instructor during a class session, the student will take all examinations/quizzes in the Walsh Testing Center. Students may schedule their examinations/quizzes to be taken at the Walsh Testing Center by emailing testingcenter@walshcollege.edu at least a week in advance.

Hearing Helper: Hearing-impaired students may require use of a microphone or hearing assistance and an instructor may be asked to use microphone for instruction in class or via Zoom. Disability and Accessibility Support Services will provide a microphone and/or other hearing aid device for instructor use.

Books in Alternative Format: Students are required to purchase an eBook or digital book through the Walsh College Bookstore. If an eBook or digital book is not available through the Walsh College Bookstore, please reach out to Disability and Accessibility Support Services for assistance. Students are strongly advised to purchase their textbooks at least two weeks before the semester begins.

Use of Reader: Students may require an aide to assist in reading examination/quiz questions. The Disability and Accessibility Support Services team will coordinate with the Walsh Testing Center to ensure students have a reading aide.

Classroom Aide/Scribe: In-class scribe service is available for students whose disabilities prevent them from writing in-class assignments or performing in-class hands-on activities. Students are expected to direct the scribe on what to write and where to place the information, for example, in a formula or works cited list. Scribes may not tutor, prompt or correct student. Students are strongly encouraged to register for courses 2-4 weeks before the semester begins to set up this accommodation.

Use of Notes: Students with this accommodation will have a meeting with their instructor and Disability and Accessibility Support Services at the beginning of the semester. Student will discuss the use of notes with instructor for class examinations/quizzes. Instructor will review notes with student and provide approval for use of notes from class lectures with proctored examination/setting. Student cannot use the following: textbook, computer/laptop, cell phone or any other device beyond course lecture notes.

Use of Cart Services: Disability and Accessibility Support Services will coordinate Cart Services to assist students with hearing loss in on ground or virtual delivery of classes for audio translation to text. Students are strongly encouraged to register for courses 2-4 weeks before the semester begins to set up this accommodation.

Transcription Services: Disability and Accessibility Support Services will provide transcription services for translation of audio to text in the virtual course environment where audio lectures and videos are presented. The student will receive a typed transcript of audio lectures and videos. Transcriptions require a two week notice prior to the start of the semester. If a student registers for a course within two weeks of the semester beginning, we cannot guarantee that transcripts will be ready prior to the first day of class.

Closed-Captioning: Disability and Accessibility Support Services will coordinate closed captioning services for Zoom lectures and presentation in for virtual classes.

Record Zoom Lectures: Instructors will record weekly Zoom lectures and provide the transcripts of the Zoom lectures to the student.

Some accommodations noted above do not apply to the virtual learning environment. For example: A Private Room with a Proctor is not relevant to a virtual course with tests/quizzes/exams completed virtually (unless instructor requires proctored exams on ground or over Zoom). Please contact Disability and Accessibility Support Services with questions or for more information.

If you have any questions or concerns regarding the above accommodations, please email Disability and Accessibility Support Services at supportservices@walshcollege.edu.