

## ADA & Accommodations: Need to Know

ADA Services: 850-484-1637; [ADA-Services@pensacolastate.edu](mailto:ADA-Services@pensacolastate.edu); [ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu)

The American with Disabilities Act (ADA) with its amendments is a federal law protecting the civil rights of students with disabilities by providing for access to courses, content, and events.

Accommodations should not be disruptive and may not compromise the essential elements of a course but having the accommodation in and of itself is not considered disruptive nor compromising the essential elements.

### TESTING

[ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu) and [Test&Assess@pensacolastate.edu](mailto:Test&Assess@pensacolastate.edu) are not the same location.

[ADA-Testing@pensacolastate.edu](mailto:ADA-Testing@pensacolastate.edu) is for accommodated testing with ADA Services.

[Test&Assess@pensacolastate.edu](mailto:Test&Assess@pensacolastate.edu) is for the Testing Center. We work very closely together.

ADA Services does not use RegisterBlast for appointments. That is the Testing Center. Students must call, email, text, come by, or sign up on the ADA Services Clockwork app.

We attempt to schedule tests at the same time as the class, but sometimes we have to adjust the test time. We will contact you if that is necessary.

If a test is removed from Proctorio, Proctorio generates an access code that we need.

Please provide us the non-extended time for tests and add the extra time to online tests.

### CAPTIONING

All videos shown or recommended should have captions that are accurate with proper grammar and punctuation.

If a student with captioning accommodations is in a live online class, the instructor needs to be sure that captions has been turned on in Zoom.

## **RECORDING CLASSES**

Recording lecture classes is no longer an accommodation but is an accommodation for labs and other types of classes. All students have the right to record their college lecture classes.

[http://www.leg.state.fl.us/STATUTES/index.cfm?App\\_mode=Display\\_Statute&URL=1000-1099/1004/Sections/1004.097.html](http://www.leg.state.fl.us/STATUTES/index.cfm?App_mode=Display_Statute&URL=1000-1099/1004/Sections/1004.097.html)

When a student has an accommodation to record classes and the class is live online, instructors will need to record the class and provide the recording to the student. At this point in time, students cannot record a zoom class themselves.

## **SIGN LANGUAGE INTERPRETERS**

Interpreters are set up through ADA Services.

Interpreters need to sit so that the student can see them and the board without looking in different directions. Lecture intensive classes or classes over an hour may have two interpreters.

## **SIT/STAND AS NEEDED - BREAKS AS NEEDED - FOOD/DRINK AVAILABLE**

Students should not be loud or disruptive. (Doors should not slam. Students should not stand in front of others. Etc.)

If a student are leaving frequently and has an accommodation for breaks, please do not ask repeatedly why the student is leaving class and do not ask/make comments in front of other students. Please call us if you have questions or concerns.

## **SERVICE ANIMALS**

Service animals are only dogs or miniature horses as per Florida law. If someone brings a dog or miniature horse to class, you may ask them

1. Is this dog/horse a service animal?
2. What task has it been trained to do?

If you are not sure it is a service animal or there is an issue, please contact ADA Services and we will talk with the student.

**Please contact us if you have any questions or concerns.**

**Kathryn Coxwell, Director**

**Lois Hurd, ADA Coordinator**

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