

# STUDENT ACCOMMODATIONS APPLICATION

Lake Land College Office of Student Accommodations  
5001 Lake Land Blvd, Mattoon, IL 61938-9366  
Office: 217-234-5259 Fax: 217-234-5025  
aniebrugge71503@lakelandcollege.edu



Please complete this form and return it to Amber Niebrugge, Counselor/Coordinator of Student Accommodations, as soon as possible. If you have any questions regarding disability services, please contact Amber by phone at 217- 234-5259, by email aniebrugge71503@lakelandcollege.edu or in person in Counseling Services in the Student Services Wing of the Luther Student Center.

### OFFICE USE ONLY

Appt. Date: \_\_\_\_\_

Doc. Received: \_\_\_\_\_

Process Date: \_\_\_\_\_

STUDENT NAME	PHONE NUMBER	ID NUMBER

### CHECKLIST

- Apply to Lake Land College by completing the Intent to Enroll.
- Complete all sections of this application packet.
- Submit this application at least six weeks before the start of the semester you plan to enroll. If the Counselor/Coordinator of Student Accommodations does not receive a completed application and documentation at least six week prior to the start of the semester, some requested services may not be available at the start of the semester.
- Provide documentation. Documentation can include: (1) a school IEP or 504 Plan; (2) a physician's letter; (3) a psychological evaluation; and/or (4) documentation as determined during the application meeting.
- Schedule an appointment with the Counselor/Coordinator of Student Accommodations. This appointment is to discuss your specific accommodations and answer any questions or concerns you may have. **This meeting is required before your accommodations are officially registered.**
- Follow through with your requested accommodations. It is your responsibility to discuss your requested accommodations with your instructors.

Have you been enrolled at Lake Land College in the past?  Yes  No

Are you reapplying for accommodations?  Yes  No

During what year were you last enrolled? \_\_\_\_\_

## DOCUMENTATION SUMMARY

### DISABILITY

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Learning      | <input type="checkbox"/> Health/Physical | <input type="checkbox"/> Speech/language |
| <input type="checkbox"/> Psychological | <input type="checkbox"/> Mobility        | <input type="checkbox"/> Multiple        |
| <input type="checkbox"/> Learning ADHD | <input type="checkbox"/> Visual          |  |
| <input type="checkbox"/> TBI           | <input type="checkbox"/> Auditory        |  |

Additional Details:

### EDUCATION

MAJOR/ACADEMIC PROGRAM: \_\_\_\_\_

### OVERALL EDUCATIONAL GOAL:

- |  |  |
|--|--|
| <input type="checkbox"/> Personal or Developmental | <input type="checkbox"/> Associate Degree in _____ |
| <input type="checkbox"/> No Specific Goal          | <input type="checkbox"/> Bachelor's Degree         |
| <input type="checkbox"/> Job                       | <input type="checkbox"/> Master's Degree           |
| <input type="checkbox"/> Certificate in _____      | <input type="checkbox"/> Doctorate                 |

### TRIO STUDENT SUPPORT SERVICES:

- |   |   |
|---|---|
| <input type="checkbox"/> Current TRiO Student | <input type="checkbox"/> Applied for TRiO |
|---|---|

### ACADEMIC ACCOMMODATION ELIGIBILITY

This student qualifies for the accommodations checked below which have been discussed with the student and the Student Accommodations staff member. Changes can be reviewed and changed as the need arises.

I request the following support services while enrolled at Lake Land College:

- |  |  |
|--|--|
| <input type="checkbox"/> Audiobooks online         | <input type="checkbox"/> Large print materials     |
| <input type="checkbox"/> Test reader               | <input type="checkbox"/> Braille materials         |
| <input type="checkbox"/> Extended time for testing | <input type="checkbox"/> Sign language interpreter |
| <input type="checkbox"/> Alternate test setting    | <input type="checkbox"/> Accessible seating        |
| <input type="checkbox"/> Note taker                | <input type="checkbox"/> Special equipment         |
| <input type="checkbox"/> Scribe                    | <input type="checkbox"/> Tutoring                  |
| <input type="checkbox"/> Tape recorded lectures    | <input type="checkbox"/> Attendance                |
| <input type="checkbox"/> Other: _____              |  |

Please initial on the lines after reading each statement below:

\_\_\_\_\_ I understand that my instructor(s) will receive a copy of my accommodations and give the Office of Student Accommodations the right to notify them of said accommodations.

\_\_\_\_\_ I understand that if I discontinue enrollment at Lake Land College for one calendar year, I will need to re-submit an application for accommodations and may need to present updated documentation.

\_\_\_\_\_ I understand that if I change my schedule after the first day of classes that I need to notify the Office of Student Accommodations immediately with my changes.

### RELEASE OF INFORMATION

I, \_\_\_\_\_, give permission to the Office of Student Accommodations to release the following information (only the checked items):

- Information about the nature and extent of my disability
- Test/assessment results
- Progress reports
- Other: \_\_\_\_\_

To the following (parents/guardians, instructors, etc.):

(Name; relationship to student)

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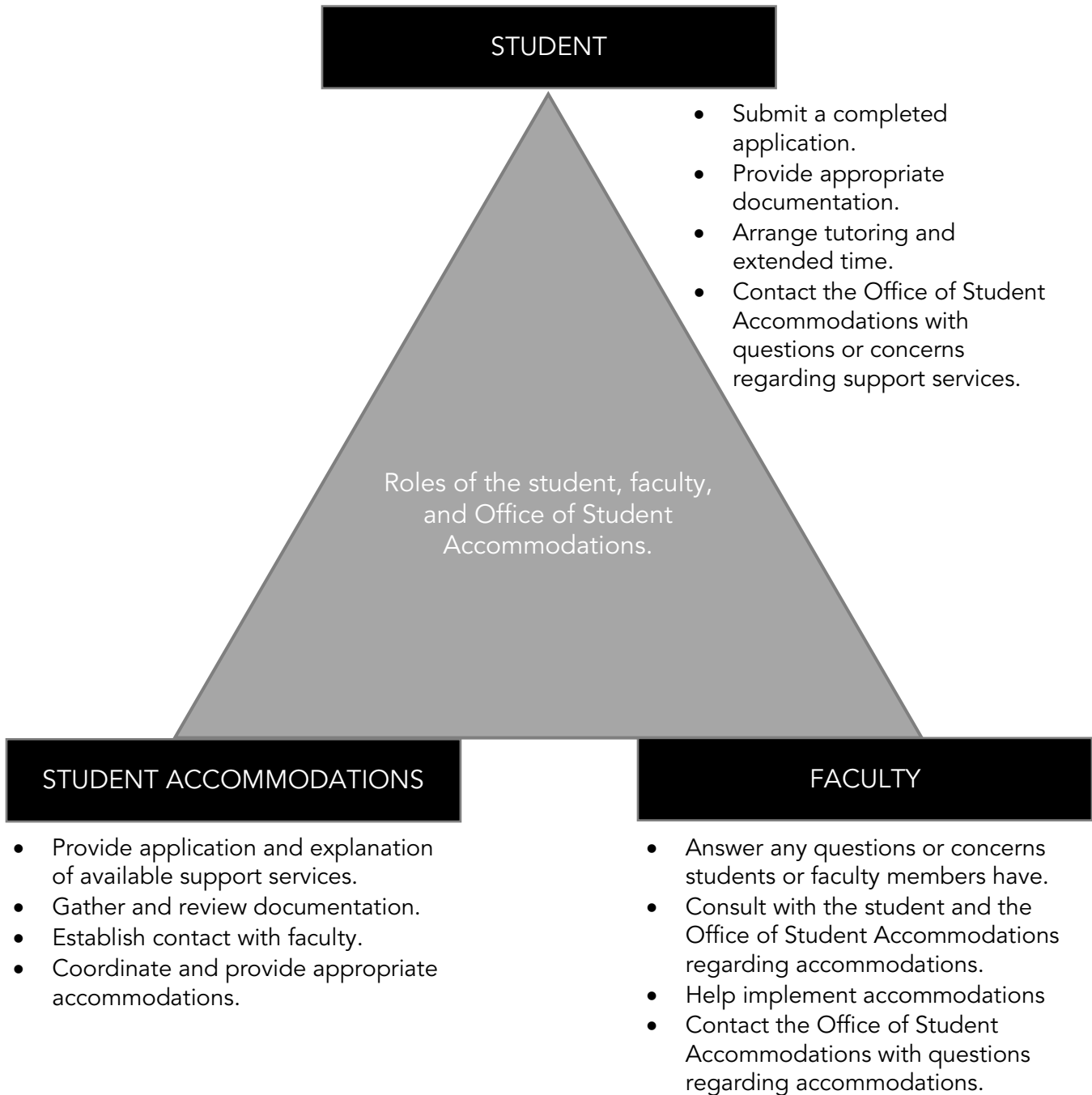
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- TRiO Student Support Services Director
- Foundation Scholarship Office
- Department of Human Resources (DHS/DORS)

*Insert your signature using the Fill & Sign and Place Signature features in the toolbar.*

STUDENT'S SIGNATURE	DATE
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# FLOW CHART: PROVISION OF REASONABLE ACCOMMODATIONS



I understand the procedures and responsibilities regarding academic support services.

*Insert your signature using the Fill & Sign and Place Signature features in the toolbar.*

STUDENT'S SIGNATURE	DATE
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## DESCRIPTION OF ACCOMMODATIONS

Audiobooks: Audiobooks will be provided online through an off-campus company that specializes in this service. Students will receive a username and password to access learningally.org. This website will allow students to download audiobooks to a personal computer, on-campus computer or smartphone app.

Note Takers: If a student can take notes, but not regularly, it is the responsibility of the student to provide his own note taker. If a student cannot take notes due to a physical disability, the Office of Student Accommodations will work with the student to find a note taker. Students should always ask their instructor for assistance as well as the Office of Student Accommodations, if needed.

Extended Time for Testing: Students can receive time-and-a-half on exams and may take them at the Tutoring & Testing Center in Webb Hall. Students must first request that the test be sent to the Tutoring & Testing Center one week in advance before the test; set up an appointment to take the exam in the Tutoring & Testing Center; and then take the exam on the scheduled date. Extended time for online exams will be arranged between the instructor and student or Student Accommodations Coordinator.

Alternate Test Setting: A quiet location, free from distractions, arranged during scheduling of test.

Tape Recorder for Class Lectures: Students may borrow tape recorders from the AV department in the Library for the semester. Students may also use their phones to record class lectures.

Scribe: Students can utilize scribes to transfer verbal answers to written form on exams and/or other class assignments.

Large Print Materials: Students can utilize enlarged textbooks/materials if they are requested at least six weeks before the beginning of each term. Assignments, quizzes, exams, etc. will be enlarged as needed by the Counselor/Coordinator of Student Accommodations and instructor as requested by the student.

Braille Materials: Students can utilize Braille materials if they are requested at least six weeks before the beginning of each term.

Sign Language Interpreter: Students can utilize sign language interpreters if they are requested at least six weeks before the beginning of each term.

Accessible Seating: Students can request specific seating arrangements as deemed necessary.

Test Reader: Test readers read the test exactly as written. Test readers do not rephrase or explain test content. This service is set up and provided by the Tutoring & Testing Center and should be requested when the student schedules the appointment to take a test. It can also be used during placement testing before enrolling at Lake Land College.

Tutoring: All students can take advantage of free tutoring and access to assistive technology in the Tutoring & Testing Center. It is the student's responsibility to contact the Tutoring & Testing Center to arrange tutoring.

Attendance: This is worked out between the instructor and student and varies from course to course. In some courses, attendance accommodations may not be reasonable.

Other: \_\_\_\_\_

*Insert your signature using the Fill & Sign and Place Signature features in the toolbar.*

STUDENT'S SIGNATURE	DATE
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OFFICE OF STUDENT ACCOMMODATIONS'S SIGNATURE	DATE
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