



Department of Student Affairs
 518-861-2502
 FAX 518-730-9628
 Student Support Center, Mercy Hall

Accessibility Services Student Responsibility Agreement

Every student receiving accommodations agrees to the following.

1. It is expected that every student review the Maria College Student Handbook, which can be found at the following link: <https://mariacollege.edu/wp-content/uploads/2018/09/2018-09-11MariaCollegeStudentHandbook2018-2019-1-1.pdf>
2. It is expected that every student regularly monitors their Maria College student email for correspondence and important information from the Accessibility Services Office.
3. It is expected that every student abide by testing room protocol which can be found at the following link, <https://mariacollege.edu/student-support/academic-support>. Violations will be reported to your instructor immediately.
4. *Request for accommodations* must be made at the beginning of each semester on line at: <https://mariacollege.edu/student-support/academic-support/accessibility-services>
5. *First Time Student Registration* (an initial intake appointment with the Assistant Dean of Students is required. Once the student registers online, he or she will be contacted by email to make that appointment.)
6. *Returning Student Registration* (no appointment necessary if all documentation is up to date. Students will receive your Accessibility Agreement by email.)
7. It is expected that each student receiving their accommodation agreement by email will forward a copy of this accommodation agreement to all their professors at the beginning of each semester.
8. It is expected that students will schedule their exam/test *at least three days* in advance according to their faculty approved exam dates and location. [Students can register for tests at this link: https://mariacollege.edu/student-support/academic-support/accessibility-services](https://mariacollege.edu/student-support/academic-support/accessibility-services)
9. It is expected that each student will keep the Assistant Dean of Students informed of any changes to your disability or personal information.
10. It is expected that all documents related to your disability are provided to the Assistant Dean of Students before services begin. Information can be emailed to jcoller@mariacollege.edu or faxed to 518-730-9628.
11. Each student is responsible to provide the Assistant Dean of Students with the contact information of her or his case manager or counselor such as ACCES-VR and provide a signed consent to share information as needed.
12. If students are approved for alternate format of textbooks, students should request the books as soon as they register for classes. Getting textbooks in alternate format can take a long time.
13. It is expected that all students will comply with all College academic policies, procedures and the student code of conduct that is in the Maria College Catalog or online at : https://mariacollege.edu/wp-content/uploads/2018/11/AcademicCatalog_2018-19-v.11.14.18.pdf

Student Signature _____ Date _____

Copy of **Student Responsibilities** given: Yes No Date _____