

## Student Employment

Accessibility and Accommodations employs many students as peer note-takers. Peer note-takers are hired to provide notes for students who receive notes as an accommodation. Peer note-takers are paid a stipend for each class which they are employed to take notes for. Peer note-takers should have a minimum GPA of 3.0. Students should check their SFC email for open note-taking positions.



ST FRANCIS COLLEGE

## Accessibility and Accommodations

### *The Office of Accessibility and Accommodations*

**Office:** SFC 7201

**Email:** [OAA@sfc.edu](mailto:OAA@sfc.edu)

**Contact us:** Any student interested in obtaining accommodations should complete the information form [https://sfc-accommodate.symplicity.com/public\\_accommodation/](https://sfc-accommodate.symplicity.com/public_accommodation/). For any questions, please contact the Office of Accessibility and Accommodations by emailing [aaa@sfc.edu](mailto:aaa@sfc.edu), calling 718-489-2047, or stopping by Room 7201 to discuss the services available.

Accessibility and Accommodations works to establish equal access for students with disabilities to all programs and activities at St. Francis College by coordinating and providing accommodations and support services to students with identified and documented disabilities. Accommodations are designed to level the playing field while maintaining the integrity and standards of academic programs at St. Francis College.



## Confidentiality

Accessibility and Accommodations is committed to the privacy of students who interact with the office. In accordance with FERPA (Family Educational Rights and Privacy Act), information from student's records will not be released without written consent from the student, except as provided for below.

The college reserves the right to share information if there is a threat to the individual's safety, an emergency situation, a reasonable educational "need to know" or if otherwise required by law.

## Accommodations

Accessibility and Accommodations can provide a variety of accommodations to students with documented disabilities. Eligibility for accommodations is determined on a case by case basis and approved accommodations are likely to differ from student to student.

Accommodations include, but are not limited to:

- Extended time on exams
- Exams in a reduced distraction environment
- Books provided in an alternate format
- Note-Taking Assistance
- And more

Professors are notified of student accommodations by the accommodation letter. This letter is the college version of an IEP or 504 Plan. Students request letters each semester.

## Documentation

Accessibility and Accommodations considers any and all forms of a documentation submitted when determining reasonable accommodations. We engage in an interactive process with each student who self-identifies, and review requests for accommodations on an individual basis. To determine reasonable accommodations, each student's condition(s), history, experiences, and requests, as well as the characteristics and requirements of each SFC course and program are evaluated.

Students are considered vital sources in determining accommodations that are reasonable and appropriate; however, we request documentation from a qualified source in order to establish the presence of a disability and the impact on learning and/or living in a postsecondary environment.

See our Documentation Guidelines on the SFC website for further information, or contact us if you have questions regarding documentation.

## Accommodation Registration Process

- Go to [https://sfc-accommodate.symplicity.com/public\\_accommodation/](https://sfc-accommodate.symplicity.com/public_accommodation/) and submit your request for accommodations, as well as your documentation.
- Once received, a meeting will be scheduled to discuss your disability and your accommodation needs.
- Attend the meeting, and receive your approval letter, including the specific accommodations you are eligible for.
- Once approved, your accommodation letter will be sent to your professors to notify them of your accommodations.