



# Accommodations

## Auxiliary Aid and Academic Adjustment

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student ID: \_\_\_\_\_ Academic Year: \_\_\_\_\_

**I have provided the required documentation to the Accommodation Specialist. Based upon my documentation, I am eligible for the following accommodations:**

| Auxiliary Aides |                  | Academic Adjustment |   |
|-----------------|------------------|---------------------|---|
|                 | Alternative Text |                     | Private Room for Assessments                                  |
|                 | Digital Recorder |                     | Reduced Distraction for Assessments                           |
|                 | Note-Taker       |                     | Extended time on Assessments<br>1.5x      2x      Other _____ |
|                 | Calculator       |                     | Assessments Read or in Audio Format                           |
|                 | Spell Checkers   |                     | Breaks During Assessments<br>Frequency _____                  |
|                 | Other            |                     | Preferential Seating  |
|                 | Other            |                     | Other   |

- By the box being checked, I (student) understand my roles and responsibilities in the accommodations process.*
- By the box being checked, I (student) acknowledge I may waive my accommodation(s) at anytime. I do this with the full knowledge that Northwood Tech offered these accommodation(s)*

*Rachel J Berg*

**Accommodation Signature**

**Date**

## Roles and Responsibilities

**Students:**

- Needs to have a meeting with instructor(s) before or after class or during office hours. If card has not been emailed to instructor by the Accommodation Specialist, please present this card to instructor(s).
- Auxiliary Aides and academic adjustments will not be provided until card is presented to instructor(s).
- Student must sign up for a private room in the LRC prior to testing or other location approved by instructor/staff.

**Instructor:**

- For any questions or concerns regarding checked auxiliary aides and academic adjustments, contact the Accommodation Specialist, Heidi Diesterhaft at 715.788.7142, or Rachel Berg 715.788.7126.
- Instructor(s) may wish to make a copy of this card for a reminder of services.
- For students taking assessments in the Student Success Center or Student Services Testing Center please remember that test and instructions need to be brought to the exam administrator prior to student test time.