

6 STEPS FOR USING ACCOMMODATIONS EFFECTIVELY

By following these steps, you can get the most out of your accommodations.

One Give your letter to the course instructor.

Faculty know that accommodation letters are **confidential**, so find a private setting. Office hours are perfect. Find your instructor's office hours and office location at: mainemaritime.edu/about-mma/campus-directory/ . Then search by name and then click "more info", or ask for an appointment.

Two Talk to the instructor about how you learn best.

This is an **opportunity** to explain your needs and to work with the instructor on the specifics of your accommodation. You do not have to share any information about your disability, and the instructor has no right to ask.

Three Time your request appropriately.

You can request accommodations at any time, but **early in the semester** is generally best. Accommodations are not retroactive (no "do-overs"); this way you will have them if you need them. You can always decide later that you don't want some or all of the accommodations. When you do request an accommodation, be sure the instructor will have **enough time** to provide it. (A last-minute request to use the testing center is usually not very welcome!)

Four If an accommodation is denied...

Let Accessibility Services know **immediately**. Stop by the Buoy House or contact the Accessibility Services coordinator: sally.chadbourne@mma.edu; 207 326-2489. The instructor may be unsure how to facilitate the accommodation and a meeting with the coordinator, the faculty member, and you can likely resolve this.

Five Renew your letter each semester.

Stop by the Buoy House to do this. To save time, read the FAQ on the next page.

Six Schedule your exams.

If you have an accommodation to use the testing center, it is **your responsibility** to schedule your exams. **At least two working days** before an exam, contact the testing center (exams@mma.edu; 207 326-2511) with this information:

Course, Instructor, Date, and Time

Please also **remind your instructor** you will be using the testing center!

QUESTIONS? Read the answers to FAQs on the reverse of this brochure, or contact Accessibility Services

How do I renew my letter?

See or contact the Accessibility Services office. If you need no changes to your accommodations, you need only to sign an agreement form. You can do this in person with any Buoy House staff member, online, or via campus mail.

Do accommodations ever change?

Sometimes you may need a new or modified accommodation, or you may wish to remove an accommodation from your letter. All of this is possible, at any time during the semester, but you will need to meet with the Accessibility Services coordinator to explain your need.

Who sees my records?

Only the Accessibility Services coordinator. No other MMA personnel see them. Your file is securely stored at the Buoy House.

How long are my records kept?

Accessibility Services keeps records for up to five years after graduation. Until then, you can request that your most recent accommodation letter be released to another institution.

What information do you share?

Your information is seldom shared, and if then, only with other Academy personnel on a need-to-know basis. Faculty can *never* see your file.

Accessibility Services:
Sally Chadbourne, Coordinator
sally.chadbourne@mma.edu
207 326-2489

How do I fit in extended time tests?

If you have extended time on tests, taking them at the Buoy House's testing center is probably best. Other courses you are in may affect when you can schedule a test. You must have the instructor's permission to test at an alternate time; however, an exam in one course should never cause you to miss or be late to another course. See Step 6 (front side of page) for scheduling procedures.

Can I have extended time quizzes?

Extended time accommodations apply to all quizzes, tests, exams, and finals. If your instructor does not offer extended time on quizzes, contact Accessibility Services. You have a right to the extra time and the director can confer with the instructor to arrange a way to make this happen.

What if I don't receive my class notes?

If you have an accommodation to receive class notes, and you are not receiving the notes regularly, contact Accessibility Services. If you decide that you don't need notes after all, please also let the office know. Do *not* expect the course instructor to obtain student notes for you if you have that listed as an accommodation; inform Accessibility Services instead that you will need notes.

Exam Scheduling:
Testing Center Office
Buoy House 2nd Floor
exams@mma.edu
207 326-2511

What about ROTC and SSOP?

Students in the Navy's ROTC and Strategic Sealift Midshipman Program (SSMP) cannot use accommodations. The military services are exempt from the Americans with Disabilities Act (ADA) regulations.

Do I need permission to record class?

You do not need permission to record class as an accommodation, *but* as a courtesy let the instructor know you plan to record. If the instructor does not permit recording, contact Accessibility Services.

How do I get a tutor?

Free tutoring is available to all students. Visit tutoring.mma.edu or the Help Tutoring button on the MMA app, ask Buoy House staff, or write to tutoring@mma.edu. Schedules for drop-in help at the Math/Physics Center, Navigation Lab, the Writing Center are at tutoring.mma.edu.

I'm not very organized. Can I get help?

If staying organized or meeting deadlines is difficult, ask Accessibility Services to assign a peer coach to help you improve these skills.

Can I have extra study time during RPT?

Maybe. Contact the Accessibility Services office immediately if you need this during Regimental Preparedness Training. Some options may exist.

Tutoring and Academic Support
Visit: tutoring.mma.edu
Email: tutoring@mma.edu