

## Office of Accessibility Resources

MOHAWK VALLEY COMMUNITY COLLEGE  
UTICA AND ROME, NEW YORK

MEMORANDUM

Fall 2019

TO: Faculty

From: Tamara Mariotti, Coordinator of Accessibility Resources

RE: Identifying Students with Disabilities

Please make this or a similar announcement to each of your classes at the beginning of the semester. You should also include this statement on your course outline/syllabus in order to be sure to reach those students who may have missed the class announcement. This enables us to assess the disability-related needs of these students and take whatever steps are necessary to insure that those needs are met.

I would appreciate hearing from anyone in the class who has any type of disability (e.g., physical, learning, mental health, vision, hearing, etc.) which may require some special accommodation. Please see me during my office hours so that we can discuss your needs. Before services can begin, you must also contact the Office of Accessibility Resources, 315-792-5644, in Room 129E of the Information Technology Building on the Utica Campus. **(For classes on the Rome Campus, students should be referred to the Student Services Office, PC 102G, 315-334-7744).** Staff members will review your documentation, determine your eligibility for accommodations, and decide what those accommodations will be.

Please note the MVCC video compliance procedure:

<https://www.mvcc.edu/accessibility-resources/docx/MVCCVideoComplianceProcedure1-12-12.docx>

**In the classroom, captioning will be required when a student has self-identified as being hearing impaired through the Office of Accessibility Resources. If captioning is not available, appropriate accommodations will be made or the video will not be used.**

In most instances, accommodations can easily be made (special seating, help finding note takers, permission to record classes, time extensions on tests, etc.). You may want to confer with Office of Accessibility Resources staff directly regarding those students with more complex needs. We will be happy to work with you to make whatever arrangements are necessary.

Thank you.