



## OFFICE OF ACCESSIBILITY

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### Using Your Accommodations-Mercy College

**Main Hall, Room  
121 555 Broadway  
Dobbs Ferry, NY 10522**

**p. 914.674.7764  
f. 914.674.7852**

**[Accessibility@mercy.edu](mailto:Accessibility@mercy.edu)**

## Mission

**Accommodations**

**Collaboration**

**Consultation**

**Education**

**Support**

**Services**

The mission of the Office of ACCESSibility is to collaborate with and empower students who have disabilities in order to coordinate support services, reasonable accommodations, and programs that enable equal access to an education and college life. ACCESS serves as a resource to other departments and colleagues and works to provide regular training opportunities, advisement, and consultation on equal access, compliance, delivery of equitable services, and universal design. Additionally, ACCESS provides opportunities and resources that will facilitate the development of self-advocacy, self-efficacy, and adaptive skills in students to overcome barriers a disability may present.

(914) 674-7764

[Accessibility@mercy.edu](mailto:Accessibility@mercy.edu)

Sara Venezian, Interim Director  
Christina Locario, Accessibility Specialist

**Dobbs Ferry**

M – F  
9:00am – 5:00pm  
MH 121

**Bronx**

By appointment  
Room 4120

**Manhattan**

by appointment

# STUDENT RESPONSIBILITIES

## **Understand your Disability**

It is important that you understand your disability. Begin to learn the things that you do well, in addition to the things that are difficult for you. This will aid in identifying what assistance has and will be helpful to you in dealing with your disability.

## **Plan Ahead**

Beginning your college career means that you will need to organize and arrange things in your life in a way that you may not have done previously. Financial cost, time demands, study schedules, and coursework vary greatly from high school. College courses require increased study time outside of the classroom and expectations of your performance are greater. A way to successfully meet these expectations and increased demands is with effective planning. Apply for financial aid early. Consider the number of hours it will be necessary for you to work. Make arrangements for transportation.

Family and personal responsibilities and time commitments must be considered. Set realistic goals and priorities for course work.

## **Self Advocacy**

YOU are responsible for requesting support services. Make contact each semester, as early as possible, to discuss what your needs will be. If your needs have changed and you would like to revisit your accommodations or discuss other resources, please let us know as soon as possible. Remember, you are your best advocate! Tell us what you need. If you are unsure, we are happy help you figure it out.

## **Speak to your Professors**

At the start of every semester contact each of your instructors to provide them with a copy of your Accommodation Memo for that term, and discuss your accommodations. Take this opportunity to advocate for your instructional needs as well as your needs in a classroom environment. You are legally entitled to the accommodations listed on your Memo. If you ever run into any issues regarding the accommodations listed on your Accommodation Memo, please let us know immediately.

## **Make Contact Often**

You may want to contact your professors and the ACCESS regularly to discuss your progress and to identify your needs in each class. Keeping in contact with your professors and this office will help you succeed.

## **Be Aware of Procedures and Deadlines**

If you must take your exam outside of the classroom, it is your responsibility to make arrangements at least **one week** before the exam with the testing office. This is especially important for mid-term and final exams. We may not be able to accommodate you if you do not give advance notice.

## PROCEDURES FOR RECEIVING ACCOMMODATIONS

*Once you are registered with the Office of ACCESSibility, you will need to follow the procedures below to ensure that you receive your accommodations each semester.*

### Accommodation Memos

- It is your responsibility to give the memo to your instructor each term. If you don't give it to them, they won't know you have accommodations.
- Memos are linked to the class, not the instructor. Give the memo to your instructor even if you have had them in the past.
- When giving your memo to your instructor...
  - Take the opportunity to discuss your academic needs with them and how you function as a student. Advocate for your needs.
  - Bring an extra copy of your memo for them to keep.
- Faculty should sign memo and give it back to you. This is your receipt.
- You can request an updated copy of you accommodation memo through the Health Portal.
- To ask about changing or adding accommodations, contact ACCESSibility office.

### Testing Accommodations

- For all exams/quizzes requiring specific accommodations, student should complete and submit the Proctor Request online: <https://www.mercy.edu/student-affairs/access/proctor-request-form> or email the form to: [accessibility@mercy.edu](mailto:accessibility@mercy.edu)  
Students can find copies of the form at [mercy.edu/student-affairs/access](http://mercy.edu/student-affairs/access).
  - Forms should be submitted 7 days in advance to guarantee the accommodation. Late forms will be accepted and we will make every effort to accommodate, however 7 days notice is required to guarantee the accommodation.

### Assistive Technology & Alternate Format Text Accommodations

- Please submit necessary forms within the first or second week of the semester to [accessibility@mercy.edu](mailto:accessibility@mercy.edu)
- Students can find the online version to this form at [mercy.edu/student-affairs/access](http://mercy.edu/student-affairs/access)

### **Best Practices:**

- ➔ Submit signed memos to The Office of ACCESSibility
- ➔ Submit your request forms in time
  - Proctor Request Form
  - Alternative Format Text Form
  - Assistive Technology Form
- ➔ Communicate with ACCESSibility regularly regarding your accommodations. It is your responsibility to advocate for your needs. We can't help you if we don't know what is going on.

**Any other questions or concerns, please contact the Office of ACCESSibility immediately.**

## Accessibility Webpage

Mercy website → Student Affairs → Accessibility

- FAQ
- Forms for Students → Proctor request form, ALT book request, Assistive Technology loan agreement etc.
- Student resources

The screenshot shows the Mercy College website navigation. At the top, a dark blue header contains links for STUDENTS, FACULTY, STAFF, ALUMNI, DIRECTORY, BLACKBOARD, LIBRARIES, MERCY CONNECT, CONTACT, APPLY NOW, and SUPPORT MERCY. Below this is the Mercy College logo and a secondary navigation bar with links for ABOUT MERCY, ADMISSIONS & AID, ACADEMICS, **STUDENT AFFAIRS** (circled in black), ATHLETICS, and VISIT. A breadcrumb trail reads >Home > Student Affairs > Accessibility. On the left, a red sidebar menu titled 'Explore Student Resources' includes a dropdown for ACCESSIBILITY (circled in black), INFORMATION FOR FACULTY, INFORMATION FOR STAFF, ATHLETICS, and CAREER AND PROFESSIONAL. The main content area features a photo of a student, a 'Register with ACCESS' button, and a section for the 'OFFICE OF ACCESSibility' with a heading 'Our Mission' and text describing its role in providing accommodations and support services.