

Procedure on Borrowing Equipment/Assistive Devices

Procedure

Students registered with AAC/SDS may warrant the use of equipment/assistive devices to be used in class and activities at City College. Commonly, students who have visual impairments, auditory processing disorders, dyslexia, dysgraphia, PDD, OCD, ADHD or executive functioning disabilities, writing and attention issues, psychiatric, intellectual, and learning disabilities, take advantage of technological equipment/assistive devices on a semester-by-semester basis.

Evaluation of Impact

To properly evaluate a student's accommodation options, the AAC/SDS must have a record of the student's functional impact as it relates to the use of technological equipment. The AAC/SDS will then coordinate with the student their options, assessing if they require the equipment listed below to assist them in receiving equal opportunity at City College.

Equipment/Assistive Devices

Digital/Tape Recording Devices: Digital/tape recorders are used to record lectures and in-class dialogue. This provides the student with the entire class lecture on hand, so that he/she may go back and listen to it at a later time to make more thorough notes and review important information.

LiveScribe Pen: LiveScribe pen enables students to obtain both a digital recording of their written notes and an audio recording of the lecture simultaneously. The LiveScribe pen binds these recordings together allowing the student to navigate through the notes to any written point and hear an audio recording of the actual lecture or class, which is synchronized with the class.

FM system: An FM system is used for students who are deaf/hard of hearing, and this device allows for the amplification of sound. The system consists of a transmitter microphone used by the speaker (such as the professor in the classroom, or the speaker at a lecture) and a receiver used by the student (the listener).

iPad/Laptop: This device can be used in the classroom to record and take notes. This specialized equipment is permitted after assessing for the use of other devices listed above.

Responsibilities of Student

Students who are permitted to use equipment/assistive devices acknowledge and practice proper academic integrity regarding their use. The following items explain in detail the responsibilities of the student when borrowing equipment from AAC/SDS:

For recording of class lectures: Recordings of class lectures are only for the student's personal use in study and preparation related to the class. Students may not distribute these recordings or post them online. It is vital that students review the Recording Policy with AAC/SDS, so that intellectual property is protected. The student acknowledges that the recordings are sources, the use of which in any academic work is governed by rules of academic conduct at City College.

For all equipment/assistive devices: The student will take proper care of the equipment and return it in the same condition as when it was first loaned. All students who borrow equipment/assistive devices will review this policy and complete the Equipment Loan Form. If equipment/assistive device is not returned as indicated on the Equipment Loan Form, AAC/SDS will place a hold on the student's account which will prevent him/her from registering for classes and requesting transcripts. Holds will be released when items have been returned in the fashion that they were provided to the student.

Assistance with Equipment/Assistive Devices

If you need assistance with how to utilize the equipment that you have borrowed, an AAC/SDS Assistive Technology staff member can help in ensuring you have the tools needed to operate it.