

Dear Faculty,

Thank you for working extra hard in making sure that our students' accommodations are honored throughout this challenging period of time. I wanted to share several guidelines to help you as you adapt to teaching online or plan your future online classes.

- Please make all materials available to your students prior to the first day of class. This will help students prepare for your class discussions and will allow them to familiarize themselves with the language and expectations;
- If you have students who require notetaking services, please communicate with the Office of Disability Support regarding the format of your class, modality of instruction delivery, plans for Zoom sessions, materials that need to be provided to students prior to class in print or in an e-format;
- Should the student choose to use notetaking services, kindly provide Notetakers with full access to your class' content/materials and Zoom sessions starting day 1; If you are unsure how to provide access to Notetakers, please reach out to me directly and I will be happy to assist you with steps;
- If you have a student with hearing impairment, please collaborate with the Office of Disability Support to discuss the ways you will provide access to remote CPRINT services, incorporate ASL interpreters into your class and ensure you have quality captioning for every video which you plan to use in your lessons. These services should be set up prior to day 1 of classes;
- *Note:* videos that are streamed from YouTube channel frequently have inadequate quality of captioning and often do not reflect what is being discussed in the video.
- As a general note, transition to online classes has been extremely difficult for our students with disabilities. Among some concerns that I get from students with disabilities are: difficulty navigating or adjusting to online platform modality, difficulty communicating with professors and students, difficulty with understanding the requirements/expectations (especially if they are announced during Zoom sessions and are not followed up with written guidelines). Students report loss of interest to their classes and overall educational process. I have been getting phone calls from students with disabilities asking if they should quit completely because the challenges and barriers are too many. Veterans are especially fragile in this situation. Several of them shared they wouldn't have enrolled if they knew they would have to be taking classes online.

I know each of you is doing fantastic job in helping your students cope with this change and overcome these unexpected barriers.

I am here as a part of your educational team. If you ever have a question or concern, please reach out to me directly at [vera.dimoplon@cambridgecollege.edu](mailto:vera.dimoplon@cambridgecollege.edu). Thank you for your strong commitment to our students!

Office of Disability Support