

# Introducing ACES: Disability Services

Hannah Zhang, PT, DPT

Pablo Monreal, MA

# Access & Campus Equity Services

KLAMATH FALLS

PORTLAND-METRO

## COVID-19 Response

All Access & Campus Equity Services (ACES) accommodations, intakes, and appointments are provided remotely as a safety measure for all students, staff, and faculty in conjunction with the University's COVID-19 Response.

We understand this is a difficult time for many, and remote services are not the preferred method, nor can they be truly accessible for every student. However, it is imperative that we follow these guidelines to ensure the safety of our students, staff, faculty, and community.

ACES staff is working diligently to ensure every qualified student receives the accommodations necessary to provide them with equitable education services and learning opportunities during this time.

If you have questions please feel free to email us at [access@oit.edu](mailto:access@oit.edu)

## Mission

**Access & Campus Equity Services (ACES) facilitates access to Oregon Tech programs and services for individuals with disabilities through accommodations, education, consultation, and advocacy.**

### Access & Campus Equity Services

- > FAQs
- > Resources for Faculty & Staff
- > Service Animals & ESAs
- > Scholarships for Students

Student Applications

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graph TD; A[Student Applications] --> B[Student Eligibility letters]; B --> C[Faculty Notification Letters (FNL)];
```













Student Eligibility letters

Faculty Notification Letters (FNL)


Accessible Information Management

# ACES Intake Process

[Customize Personal Links](#)

 <b>Instructional Request</b>	 <b>Remote Delivery Resources</b>	 <b>Canvas</b>	 <b>Email (Outlook)</b>
 <b>Banner(INB) / Nolij</b>	 <b>FAST Reporting</b>	 <b>HEROES</b>	 <b>Laptop Resources</b>
 <b>Blackboard (Deprecated)</b>	 <b>Etrieve</b>	 <b>Zoom Video Conferencing</b>	 <b>TECHsupport</b>

[Customize Personal Links](#)



**Accommodations**

## How to Apply for ACES Services using Accessibility Information Management (AIM)

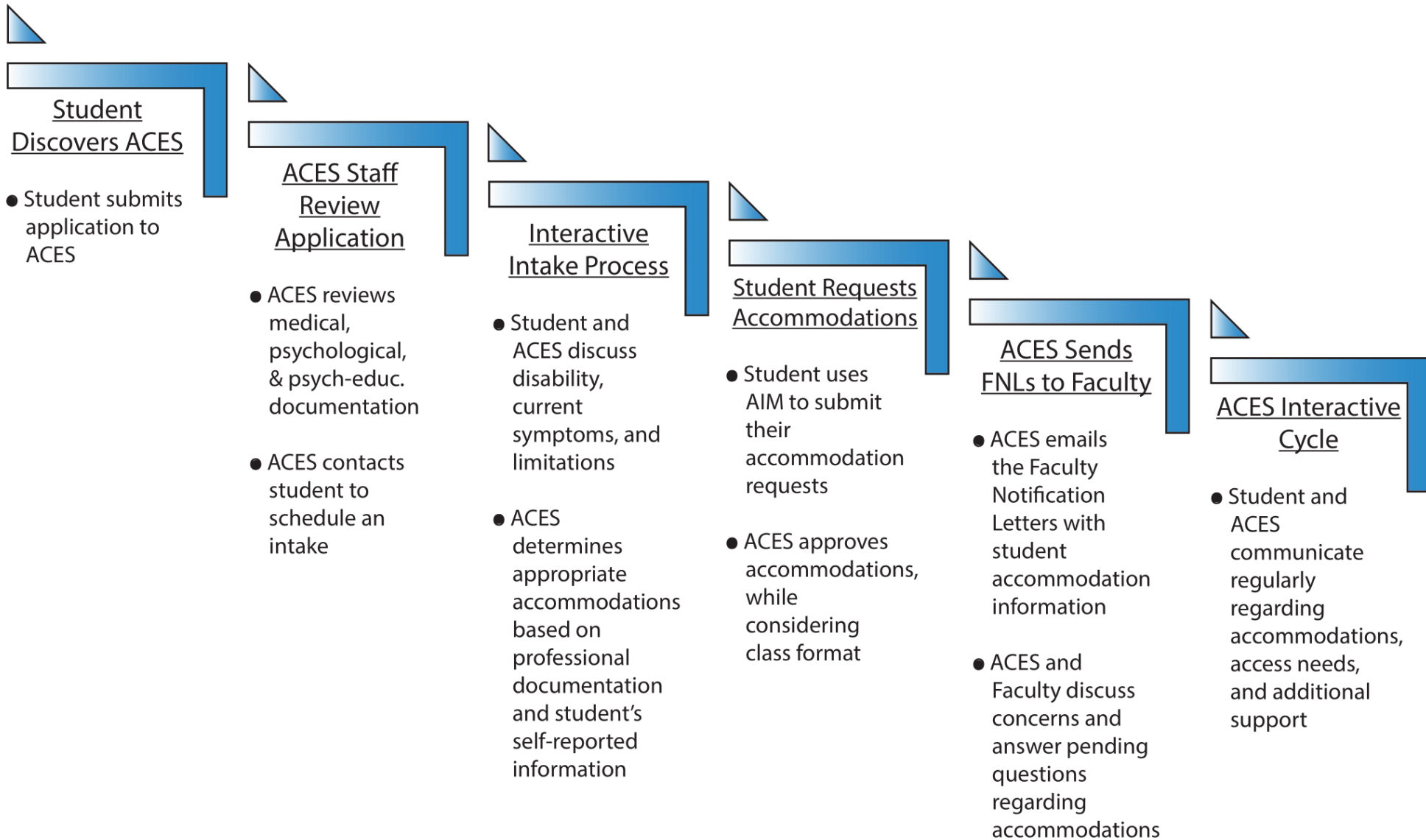
### ACES Website

ACES is proud to provide Accessibility Information Management (AIM) software to assist with student accommodations. AIM is an online tool that allows students to register with ACES, apply for accommodations, and request accommodations each term. Accommodations include academic, housing, and service animals.

To start an application in AIM, follow these instructions:



 [How to Register for ACES in AIM](#)



# AIM Testing Agreement



# Where Can I Find the Alternative Testing Agreement?

- > List Bulk Emails
- > List Important Dates
- > List Custom Documents
- > List Release Information
- > List Signed E-Form Agreements
- > List Signups
- > **List Student Check Ins**
- > **Generate Report**

- Manage Appointments
- Manage Accommodations
- Alternative Formats
- Alternative Testing
- Deaf and Hard of Hearing
- Notetaking Services
- Manage Equipment



[Link to Manual](#)



 **Questions or Concerns?**  
[LionHead Project's Wiki](#)

Send your questions to our email:  
[support@AccessibleLearning.com](mailto:support@AccessibleLearning.com)

**Logout**

Once you finish with your session,  
please do not forget to **Log Out**

## Email Body

Fall 2021 - ACAD 107.0 - TOP TRANSFER SEMINAR (CRN: [REDACTED])

Based on faculty requests, Access & Campus Equity Services (ACES) provides a notification letter regarding a student with disabilities that is enrolled in the course noted above.

Please read carefully the information pertaining to specific accommodations for the student listed below. If requested, your prompt response will ensure that Oregon Tech is in compliance with Federal Statutes.

**Important Notice:** The information in this letter is strictly confidential!

\_\_\_\_\_ has supplied ACES with documentation that qualifies the student for the services indicated below.

The purpose of providing accommodations is to ensure that the student has an equal opportunity in the class. However, the University is not required to modify any essential requirements in the program of instruction or to provide accommodations when the request poses an undue hardship. If you have questions regarding issues of requirement or hardship, please contact ACES at [aces@oit.edu](mailto:aces@oit.edu)

It is the student's responsibility to contact you to discuss accommodations. Please respect the student's right to confidentiality and limit your discussion of student's disability or accommodations to private conversations with him/her. It is the student's decision whether to share specifics about their disability.

**Specific accommodations the student is eligible to receive:**

## 1. Alternative Testing ([Read More](#))

- Extra Time 1.50x
- Reduced Distraction Environment  
Provision of a reduced distraction environment for exams and quizzes.

**Alternative Testing Agreement** (or copy and paste the following link to your browser:  
<https://bachelor.accessiblelearning.com/OIT/TestingAgreement.aspx?ID=12042&CID=77583&Key=vQ6bDqjm>)

**Important Link:** Faculty Guidelines for Accommodating Students with Disabilities

To find out more about ACES, visit: <https://www.oit.edu/academics/cares/access-campus-equity-services>

### Next Steps:

- Respond to this notice with any questions or concerns.

[Login As Feature](#)

[Return to Staff](#)

Views and Tools

- > Overview
- > Course Syllabus
- > **Alternative Testing**
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing

**Logout**

Once you finish with your session,  
please do not forget to **Log Out**  
and **Close Your Browser**.

[Log Out](#)

**ALTERNATIVE TESTING**

[List Exams](#)   [Completed Exams Files](#)   [Students' Courses](#)

**SPECIFY ALTERNATIVE TESTING AGREEMENT**

Select Class: **ACAD 107. (SLN: ) - TOP Transfer Seminar**

[Continue to Specify Alternative Testing Agreement](#)

**No Exam Has Been Uploaded**

**Questions? Contact Us!**

Please contact our office if you have any questions regarding Alternative Testing request.

Tanya Coty  
541-885-1790  
tanya.coty@oit.edu

Hannah Zhang  
541-885-0189  
hannah.zhang@oit.edu

Pablo Monreal  
503-821-1305  
pablo.monreal@oit.edu

**NEED HELP?**

[Access Tutorials](#)  
[Contact Our Office](#)  
[Read Disclaimer](#)

**ACCESS & CAMPUS EQUITY SERVICES**

**Oregon Institute of Technology**  
3201 Campus Drive  
Klamath Falls, OR 97601

Website: <https://www.oit.edu/academics/cares/access-campus-equity-services>  
Email Us: [access@oit.edu](mailto:access@oit.edu)

Phone: (503) 821 - 1305  
Fax: (541) 885 - 1126



Login As Feature

Return to Staff

Views and Tools

Overview

Course Syllabus

Alternative Testing

Alternative Formats

Notetaking Services

Deaf and Hard of Hearing

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ALTERNATIVE TESTING

List ExamsCompleted Exams FilesStudents' Courses

Class: ACAD 107.●● - Top Transfer Seminar (CRN: ●●●●)

ALTERNATIVE TESTING AGREEMENT DESCRIPTION

Type: **ACES AIM Testing Agreement**  
Hello and welcome to ACES AIM Testing  
  
ACES offices are linked to one online database system allowing for consistency, ease of access, and increased collaboration across the university. AIM also executes the same federally mandated ADA/504/508 processes and accommodation notices to all instructors and students regardless of campus location.  
  
The following is a testing agreement designed to cover all tests, quizzes, pop-quizzes, mid-terms, and final exams for your course.  
  
You will receive, via the Faculty Notification Letter (FNL), a request for a testing agreement. There is a link on the bottom of the FNL that will direct you to the testing agreement. Only one testing agreement is required per course.

FACULTY / STAFF INSTRUCTION

Please complete this testing agreement, indicating testing parameters that pertain to your testing policies and allowed materials which are different for each ACES student's mandated ADA accommodations.  
  
If you wish to make modifications to this agreement following its submission, please login to AIM.  
  
Please be specific as to the amount of time you allow ALL students for each test type. Do not add additional testing time. AIM will apply extra time or specialized accommodations accordingly. Unlimited testing time is not allowed.  
  
Once your testing agreement is complete, students can then schedule their tests through AIM. Once a test is scheduled, you will automatically receive an email with a link to upload your test. Drop off services are still available if you are unable to upload your test. Contact your local ACES office for drop off options.  
  
Students are required to schedule their tests 5 days in advance. Please keep students well informed of upcoming tests, quizzes, pop quizzes, and exams.  
  
Testing Staff:  
Please contact the course instructor with any questions you have regarding the agreement.  
If students request accommodations that are not listed on the

All tests taken outside of the regular scheduled class time need instructor approval.

Alternative Testing Agreement

1. I understand and agree to the ACES AIM Testing Agreement \*

☐ Click here to agree.

Additional Note or Comment

Exam Type(s)

Please list **REGULAR CLASS EXAM LENGTH** without extended time accommodations

Exam		Minutes
Final		Minutes
Midterm		Minutes
Quiz		Minutes

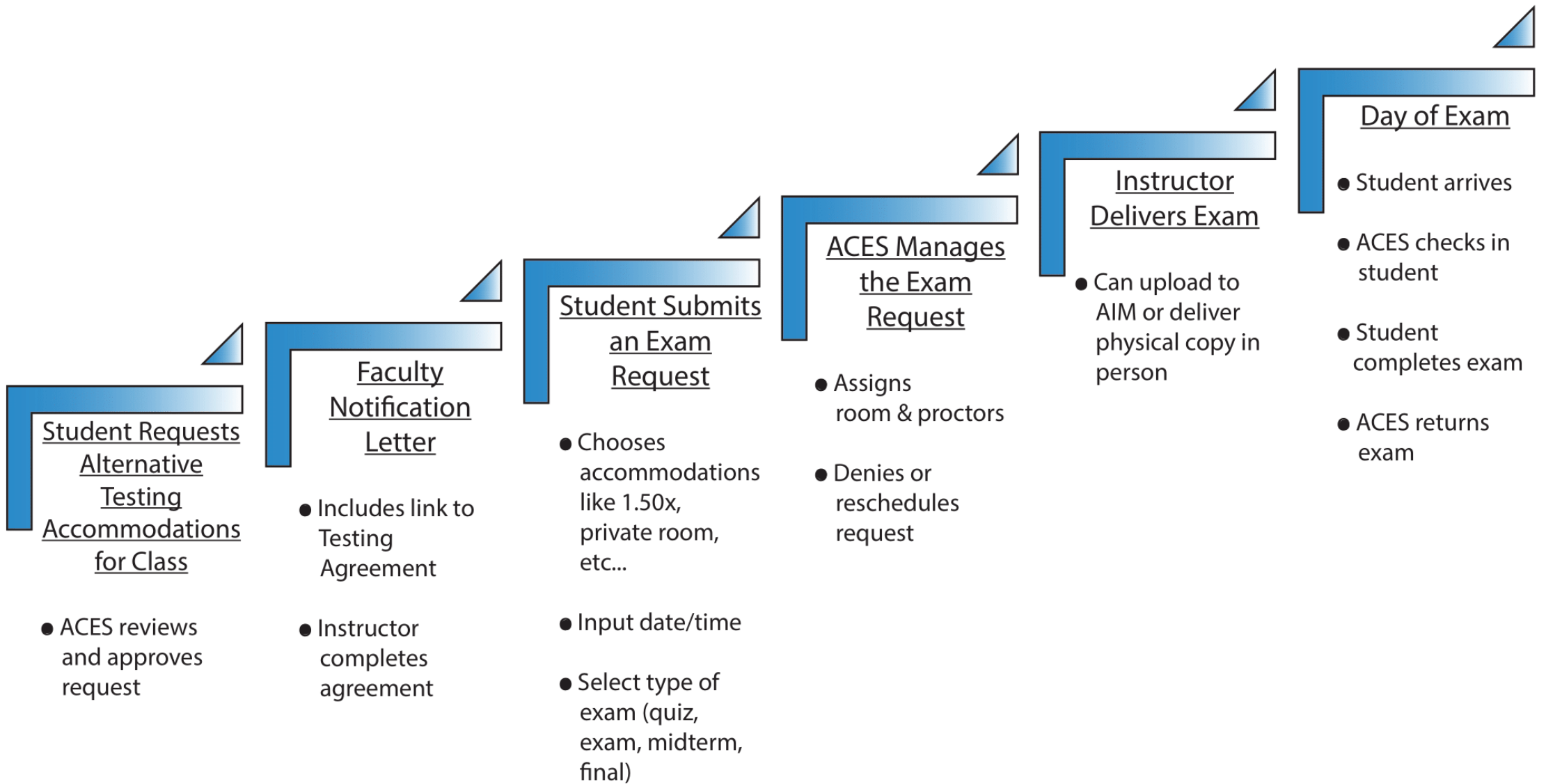
Additional Information

Instructor Phone Number \*:

Hint: Enter 10-digit number only.

Additional Note:

Submit Alternative Testing Agreement



# ACES Resource Guide for Faculty and Staff

Oregon Tech is committed to providing equal opportunity to higher education for academically qualified students. Access & Campus Equity Services (ACES), formerly Disability Services, was established to provide leadership and assistance to Oregon Tech to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990.

Faculty and staff with questions regarding student accommodations are welcome to contact their ACES staff directly. Hannah Zhang, PT, DPT, serves the Klamath Falls campus, and Pablo Monreal, MA, serves the Portland-Metro campus and students taking online courses.

## Recommendation for Syllabus Statement

It is the responsibility of the student with a qualifying condition to contact Access & Campus Equity Services (ACES) and discuss their eligibility for assistance or academic accommodations. However, some students may be unaware of their rights to ACES services. We recommend our faculty to include the following statement in their syllabi, in order to encourage students to contact ACES staff regarding their accommodations:

**"If you believe you have a condition that qualifies you to receive academic accommodations, please contact Access & Campus Equity Services (ACES) to discuss your eligibility, at [access@oit.edu](mailto:access@oit.edu)"**

## Rights and Responsibilities for Students and Faculty

### Access & Campus Equity Services

- FAQs
- Resources for Faculty & Staff
- Service Animals and ESAs
- Scholarships for Students

### Your ACES Staff:

#### Klamath Falls and Portland-Metro

Hannah Zhang  
*Disability Services Coordinator*

Clear Face  
Shield

Remote  
Coursework –  
High Risk

Alternative Lab  
Attendance –  
High Risk

COVID-19  
Related Accommodations

# Questions?

## Klamath Falls

Hannah Zhang, PT, DPT

ACES Coordinator

[hannah.zhang@oit.edu](mailto:hannah.zhang@oit.edu)

## Portland-Metro (and Online)

Pablo Monreal, MA

ACES Specialist

[pablo.monreal@oit.edu](mailto:pablo.monreal@oit.edu)