



# *Student Activity Accessibility Checklist*



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# *Student Activity Accessibility Checklist*

## INTRODUCTION

When many students enter college for the first time, they experience some confusion because of the uniqueness posed by the setting and the activities. Since planning is important to success, we offer this accessibility checklist as one device for planning a successful college experience. The checklist was created with all students in mind, but is particularly helpful for students who are challenged by certain aspects of the education environment, such as those students with various disabilities. The checklist can be helpful for students without disabilities, students with hidden or mild disabilities and students with verified or significant disabilities.

College life is a potentially exciting and frustrating opportunity for many students, especially students with disabilities. This checklist contains activities frequently encountered by students attending college. Specifically, the checklist highlights activities that may present access problems. These problems may be barriers to accessing or completing activities. Use the checklist to anticipate activities for which you may require assistance. Then, brainstorm solutions as to how the barriers will be addressed. You may choose to complete the entire checklist, or you may focus on specific categories that are immediately relevant. For example, if you anticipate that transportation will be a major access issue, you may only choose to complete the “Getting to Campus” section of the checklist.

This checklist is provided in the context of a student assessment, but its implications are more far reaching. For example, it can serve as a facility and instructional program “self-audit.” The activities and environments included in the checklist should be accessible to everyone. Employees, guest lecturers, presenters, and attendees of public events should all be able to access the facilities and information of the college.

## **DIRECTIONS FOR USE**

**Step 1:** On the following pages are a variety of college-related activities. These activities are organized into nine categories. As a first step, read through the activities.

**Step 2:** Complete the checklist by reading the brief activity statement and determine if completing the activity poses any particular problem for you: mark “yes,” “somewhat” or “no” accordingly. Even if you are unsure we suggest that you check “somewhat” or “yes.” These “unsure” activities can be reviewed more carefully at a later date or after you have gathered additional information.

**Step 3:** After you have completed the checklist, sharing the results with someone who is knowledgeable about the services provided at your college may prove especially beneficial. Alternatively, you may want to check your college directory and identify a contact person who can be of assistance for specific categories that require solutions. Our hope is that if you are able to identify possible problem areas and consequently identify contact people to help you solve these problems, your experiences at college will be successful and rewarding.

| Activity  | Is this a problem for me? |          |     | Possible Solutions |
|---|---------------------------|----------|-----|--------------------|
|   | Yes                       | Somewhat | No  |                    |
| <b>I. INTRODUCTION TO THE UNIVERSITY</b>                          |                           |          |     |                    |
| A. Receiving mailings   | ___                       | ___      | ___ |                    |
| B. Reading mailings   | ___                       | ___      | ___ |                    |
| C. Obtaining information from mailings                            | ___                       | ___      | ___ | <b>Contact:</b>    |
| <b>II. GETTING TO CAMPUS</b>                                      |                           |          |     |                    |
| <b>A. Using public transportation</b>                             |                           |          |     |                    |
| 1. Locating parking and transit office                            | ___                       | ___      | ___ |                    |
| 2. Entering building  | ___                       | ___      | ___ |                    |
| 3. Maneuvering to parking and transit counter                     | ___                       | ___      | ___ |                    |
| 4. Communicating with parking and transit employees               | ___                       | ___      | ___ |                    |
| 5. Receiving bus pass   | ___                       | ___      | ___ |                    |
| 6. Signing bus pass   | ___                       | ___      | ___ |                    |
| 7. Obtaining bus route flyers                                     | ___                       | ___      | ___ |                    |
| 8. Locating bus route nearest home                                | ___                       | ___      | ___ |                    |
| 9. Utilizing bus route  | ___                       | ___      | ___ |                    |
| <b>B. Using private transportation</b>                            |                           |          |     |                    |
| 1. Locating university off-campus parking lot                     | ___                       | ___      | ___ |                    |
| 2. Acquiring university off-campus bus schedules                  | ___                       | ___      | ___ |                    |
| 3. Arriving at university off-campus parking lot before bus comes | ___                       | ___      | ___ |                    |

| Activity   | Is this a problem for me? |  |       | Possible Solutions |
|--|---------------------------|--|-------|--------------------|
|  | Yes                       | Somewhat  | No    |                    |
| <b>B. Using private transportation (cont.)</b>               |                           |  |       |                    |
| 4. Parking   | _____                     | _____  | _____ |                    |
| 5. Maneuvering to bus waiting area                           | _____                     | _____  | _____ |                    |
| 6. Transferring onto bus                                     | _____                     | _____  | _____ |                    |
| 7. Locating ramp or lot on campus                            | _____                     | _____  | _____ |                    |
| 8. Preparing appropriate amount of money to pay in timed lot | _____                     | _____  | _____ |                    |
| 9. Paying meter or attendant at appropriate time, if needed  | _____                     | _____  | _____ | <b>Contact:</b>    |
| <b>III. CAMPUS TOUR</b>                                      |                           |  |       |                    |
| <b>A. Contacting the tour office</b>                         |                           |  |       |                    |
| 1. Obtaining phone number to set up a tour                   | _____                     | _____  | _____ |                    |
| 2. Dialing the phone number                                  | _____                     | _____  | _____ |                    |
| 3. Communicating with person to set up time and date         | _____                     | _____  | _____ |                    |
| <b>B. Arriving on campus</b>                                 |                           |  |       |                    |
| 1. Parking   | _____                     | _____  | _____ |                    |
| 2. Finding the building                                      | _____                     | _____  | _____ |                    |
| 3. Entering the building                                     | _____                     | _____  | _____ |                    |
| 4. Finding rooms   | _____                     | _____  | _____ |                    |
| 5. Entering rooms  | _____                     | _____  | _____ |                    |
| 6. Finding and communicating with tour staff                 | _____                     | _____  | _____ |                    |

| Activity   | Is this a problem for me? |  |       | Possible Solutions |
|--|---------------------------|--|-------|--------------------|
|  | Yes                       | Somewhat  | No    |                    |
| <b>C. Touring the campus</b>                           |                           |  |       |                    |
| 1. Moving around campus                                | _____                     | _____  | _____ |                    |
| 2. Getting in and out of buildings                     | _____                     | _____  | _____ |                    |
| 3. Moving through and around crowds                    | _____                     | _____  | _____ |                    |
| 4. Gathering information from the tour guide           | _____                     | _____  | _____ | <b>Contact:</b>    |
| <b>IV. MEETING WITH A COUNSELOR OR ADVISOR</b>         |                           |  |       |                    |
| <b>A. Calling counselor or advisor</b>                 |                           |  |       |                    |
| 1. Obtaining phone number to set up meeting(s)         | _____                     | _____  | _____ |                    |
| 2. Dialing phone number                                | _____                     | _____  | _____ |                    |
| 3. Communicating to set up date and time for meeting   | _____                     | _____  | _____ |                    |
| <b>B. Going to his or her office</b>                   |                           |  |       |                    |
| 1. Finding the building                                | _____                     | _____  | _____ |                    |
| 2. Entering the building                               | _____                     | _____  | _____ |                    |
| 3. Finding the room                                    | _____                     | _____  | _____ |                    |
| 4. Entering the room                                   | _____                     | _____  | _____ |                    |
| 5. Finding and communicating with counselor or advisor | _____                     | _____  | _____ |                    |
| <b>C. Meeting</b>                                      |                           |  |       |                    |
| 1. Communication issues                                | _____                     | _____  | _____ |                    |
| 2. Obtaining information                               | _____                     | _____  | _____ |                    |

| Activity   | Is this a problem for me? |  |       | Possible Solutions |
|--|---------------------------|--|-------|--------------------|
|  | Yes                       | Somewhat  | No    |                    |
| <b>C. Meeting (cont.)</b>  |                           |  |       |                    |
| 3. Deciding on classes to take   | _____                     | _____  | _____ |                    |
| 4. Helping plan your class schedule  | _____                     | _____  | _____ | <b>Contact:</b>    |
| <b>V. OBTAINING AND COMPLETING THE ADMISSION FORM</b>                                |                           |  |       |                    |
| A. Requesting information from university (email or phone)                           | _____                     | _____  | _____ |                    |
| B. Obtaining useful phone numbers and addresses                                      | _____                     | _____  | _____ |                    |
| C. Engaging in appropriate conversational or writing style                           | _____                     | _____  | _____ |                    |
| D. Completing the admission form   | _____                     | _____  | _____ |                    |
| E. Completing the form accurately and legibly  | _____                     | _____  | _____ |                    |
| F. Delivering forms to admissions office through the mail or in-person               | _____                     | _____  | _____ | <b>Contact:</b>    |
| <b>VI. REGISTRATION</b>  |                           |  |       |                    |
| <b>A. Forms</b>  |                           |  |       |                    |
| 1. Obtaining the registration form   | _____                     | _____  | _____ |                    |
| 2. Registering   | _____                     | _____  | _____ |                    |
| 3. Completing the forms accurately and legibly                                       | _____                     | _____  | _____ |                    |
| 4. Signing up for classes recommended  | _____                     | _____  | _____ |                    |
| 5. Delivering the form to the registrar through the mail, in person, or via computer | _____                     | _____  | _____ |                    |

| Activity  | Is this a problem for me? |  |       | Possible Solutions |
|---|---------------------------|--|-------|--------------------|
|   | Yes                       | Somewhat  | No    |                    |
| <b>B. Obtaining an Identification or Activity Card</b>      |                           |  |       |                    |
| 1. Contacting the registration office                       | _____                     | _____  | _____ |                    |
| 2. Finding the building                                     | _____                     | _____  | _____ |                    |
| 3. Entering the building                                    | _____                     | _____  | _____ |                    |
| 4. Finding the office                                       | _____                     | _____  | _____ |                    |
| 5. Finding and communicating with registration office staff | _____                     | _____  | _____ |                    |
| 6. Getting photo taken                                      | _____                     | _____  | _____ |                    |
| 7. Completing the necessary forms                           | _____                     | _____  | _____ |                    |
| 8. Obtaining a class schedule                               | _____                     | _____  | _____ |                    |
| <b>VII. PAYING TUITION</b>                                  |                           |  |       |                    |
| A. Obtaining financial aid information                      | _____                     | _____  | _____ |                    |
| B. Obtaining scholarship information                        | _____                     | _____  | _____ |                    |
| C. Obtaining payment information and schedule               | _____                     | _____  | _____ |                    |
| <b>VIII. BUYING BOOKS AND SUPPLIES</b>                      |                           |  |       |                    |
| <b>A. Going to the bookstore</b>                            |                           |  |       |                    |
| 1. Finding the bookstore                                    | _____                     | _____  | _____ |                    |
| 2. Entering the bookstore                                   | _____                     | _____  | _____ |                    |
| 3. Maneuvering around the bookstore                         | _____                     | _____  | _____ |                    |
| <b>B. Buying books</b>                                      |                           |  |       |                    |
| 1. Arriving at the ground level in the bookstore            | _____                     | _____  | _____ |                    |

| Activity  | Is this a problem for me? |  |       | Possible Solutions |
|---|---------------------------|--|-------|--------------------|
|   | Yes                       |  Somewhat | No    |                    |
| <b>B. Buying books (cont.)</b>                      |                           |  |       |                    |
| 2. Having class schedules available                 | _____                     | _____  | _____ |                    |
| 3. Finding the aisles                               | _____                     | _____  | _____ |                    |
| 4. Getting the books off the shelves                | _____                     | _____  | _____ |                    |
| 5. Transporting the books                           | _____                     | _____  | _____ |                    |
| 6. Arriving at the appropriate floor to pay         | _____                     | _____  | _____ |                    |
| 7. Finding the register                             | _____                     | _____  | _____ |                    |
| 8. Maneuvering to the register                      | _____                     | _____  | _____ |                    |
| 9. Placing the books and/or supplies on the counter | _____                     | _____  | _____ |                    |
| 10. Paying for the items                            | _____                     | _____  | _____ |                    |
| 11. Transporting the books out of the bookstore     | _____                     | _____  | _____ |                    |
| 12. Leaving the bookstore                           | _____                     | _____  | _____ | <b>Contact:</b>    |
| <b>IX. CLASSES</b>                                  |                           |  |       |                    |
| <b>A. Going to class</b>                            |                           |  |       |                    |
| 1. Leaving at an appropriate time to get to class   | _____                     | _____  | _____ |                    |
| 2. Finding the building on the campus map           | _____                     | _____  | _____ |                    |
| 3. Entering the building                            | _____                     | _____  | _____ |                    |
| 4. Finding the classroom                            | _____                     | _____  | _____ |                    |
| 5. Finding a seat that accommodates your needs      | _____                     | _____  | _____ |                    |

| Activity  | Is this a problem for me? |  |       | Possible Solutions |
|---|---------------------------|--|-------|--------------------|
|   | Yes                       | Somewhat  | No    |                    |
| <b>B. Participating in class</b>                              |                           |  |       |                    |
| 1. Getting out materials for note-taking                      | _____                     | _____  | _____ |                    |
| 2. Taking notes   | _____                     | _____  | _____ |                    |
| 3. Asking and/or answering questions (communication)          | _____                     | _____  | _____ |                    |
| 4. Working on group projects, if required                     | _____                     | _____  | _____ |                    |
| 5. Hearing the instructor                                     | _____                     | _____  | _____ |                    |
| 6. Hearing and contributing to large group discussions        | _____                     | _____  | _____ |                    |
| 7. Hearing and contributing to small group discussions        | _____                     | _____  | _____ |                    |
| 8. Participating in group presentations                       | _____                     | _____  | _____ |                    |
| 9. Hearing and seeing classroom demonstrations                | _____                     | _____  | _____ |                    |
| 10. Participating in laboratory or studio sessions and groups | _____                     | _____  | _____ |                    |
| 11. Completing papers and written assignments                 | _____                     | _____  | _____ | <b>Contact:</b>    |

*Student Activity Accessibility Checklist*

| Activity                               | Is this a problem for me? |  |       | Possible Solutions |
|--|---------------------------|--|-------|--------------------|
|  | Yes                       | Somewhat  | No    |                    |
| <b>X. ACCESSING CLASS INFORMATION</b>  |                           |  |       |                    |
| A. Overheads (prepared and real-time)  | _____                     | _____  | _____ |                    |
| B. Handouts                            | _____                     | _____  | _____ |                    |
| C. Readings                            | _____                     | _____  | _____ |                    |
| D. E- Readings                         | _____                     | _____  | _____ |                    |
| E. Textbooks                           | _____                     | _____  | _____ |                    |
| F. E-Textbooks                         | _____                     | _____  | _____ |                    |
| G. E-Mail                              | _____                     | _____  | _____ |                    |
| H. Document Cameras                    | _____                     | _____  | _____ |                    |
| I. PA Systems                          | _____                     | _____  | _____ |                    |
| J. Demonstration equipment and props   | _____                     | _____  | _____ |                    |
| K. Whiteboard/Blackboard               | _____                     | _____  | _____ |                    |
| L. Slides                              | _____                     | _____  | _____ |                    |
| M. Filmstrips                          | _____                     | _____  | _____ |                    |
| N. Films                               | _____                     | _____  | _____ |                    |
| O. Videos                              | _____                     | _____  | _____ |                    |
| P. Television                          | _____                     | _____  | _____ |                    |
| Q. Closed Circuit Television (CCTV)    | _____                     | _____  | _____ |                    |
| R. Websites and Web presentations      | _____                     | _____  | _____ |                    |
| S. Educational computer software       | _____                     | _____  | _____ |                    |
| T. Computer presentations (PowerPoint) | _____                     | _____  | _____ | <b>Contact:</b>    |

| Activity  | Is this a problem for me? |          |       | Possible Solutions |
|---|---------------------------|----------|-------|--------------------|
|   | Yes                       | Somewhat | No    |                    |
| <b>XI. TESTING AND EVALUATION</b>   |                           |          |       |                    |
| A. Taking tests in class  | _____                     | _____    | _____ | <b>Contact:</b>    |
| B. Taking standardized (district/state) tests                                       | _____                     | _____    | _____ |                    |
| C. Taking national tests  | _____                     | _____    | _____ |                    |
| D. Taking placement tests   | _____                     | _____    | _____ |                    |
| E. Taking lab tests and quizzes   | _____                     | _____    | _____ |                    |
| F. Taking oral examinations   | _____                     | _____    | _____ |                    |
| G. Taking multiple choice tests (including those with computer graded bubble forms) | _____                     | _____    | _____ |                    |
| H. Taking essay tests   | _____                     | _____    | _____ |                    |
| I. Taking "pop" quizzes   | _____                     | _____    | _____ |                    |
| <b>XII. OTHERS</b>  |                           |          |       |                    |
| _____   | _____                     | _____    | _____ | <b>Contact:</b>    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |
| _____   | _____                     | _____    | _____ |                    |

