



Student Accommodations and Resources

StAR

Office of Disability Services

ORIENTATION HANDBOOK

StAR Office Phone:

(815) 729-9020 x2230 or (815) 280-2230

Resource Room Phone:

(815) 729-9020 x2613 or (815) 280-2613

StAR Office Hours: Monday-Friday 7:30AM-4:00PM

Test Monitoring and Tutoring by appointment only Monday-Friday

Call the Resource Room to schedule.

Revised 8/2011

STAFF LISTING

Office A-1125	Hours: 7:30AM- 4:00PM Monday-Friday	Phone
Manager	Jacque Klika	x 2220
Secretary	Karen Strysik	x 2230
Counselor	Lori Smith-Okon	x 2677
Intake/Advising	Peggy Doom	x 2230
Retention Specialist	Dana Schuster	x 2671
Resource Room A-1125	Accommodation Specialists	Phone
Gail Schwartz	Braille Specialist	x 2803
Gil Nicoll	Math Specialist, CIS, CA 102 (Cost & Portion)	x 2613
Jackie Myers	LD Specialist, Math, CIS, OFS	x 2613
Jean Gould	Math Specialist, CA 102 (Cost & Portion)	x 2613
Jean Tyrell	Reading Specialist, General Content	x 2613
Karen Hatfield	LD Specialist, General Content	x 2613
Noelle Kiss	Hearing Disability Specialist, Dev. English & Math	x 2613
Dana Schuster	LD Specialist, e-Text management, English, General Content, Math	X2613
Peggy Doom	LD Specialist English, General Content	X2613

StAR COUNSELING

A professional Special Needs counselor is available by appointment in Campus Center A-1125 to support students with personal, vocational, educational counseling and crisis intervention.

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STUDENT ACCOMMODATIONS AND RESOURCES MANAGER

The manager helps you to schedule your classes by providing you with academic advice and vocational counseling. Make an appointment with the StAR manager or advisor at least once each semester to discuss your accommodations and to select your classes for the next semester.

Make an appointment with the manager any time during the semester if:

1. You have concerns about your classes.
2. You are not receiving the accommodations you need due to difficulties with your notetaker, interpreter, or instructor.
3. You have personal concerns.
4. You have health concerns.

Your Responsibilities as a NEW StAR Student:

1. Request accommodations during your initial meeting with the department Intake Specialist.
2. Attend an orientation to the StAR program.

Additional Responsibilities for all StAR Students:

1. At least six (6) weeks before the semester, arrange for accommodations such as:
 - ✓ E-Text and/or digital CDs of textbooks
 - ✓ Sign-language interpreters
2. Notify Student Accommodations and Resources if you are receiving an accommodation you no longer wish to use.
3. Talk to each of your instructors during the **first week** of school about the accommodations you need. It is best to schedule an appointment to meet with your instructor.
4. Show your instructor the official Instructor Notification Letter from StAR. See Page 4 for more information.
5. "Sign in" by using the forms provided at the desk when you use the Resource Room for studying, tutoring, testing, and computer use.

**Differences between High School and College:
DEPENDENCE vs. INDEPENDENCE**

Secondary School	Higher Education
School year is from August to June.	School year is year-round (August-December, January-May, and 3 summer sessions).
The main office exists as the center of activity for school.	Students are responsible for knowing where to locate information, assistance, study support.
Rigid schedule with constant supervision	Greater flexibility of scheduling
Classes meet daily.	Classes meet 1, 2, 3 or 4 times a week.
Attendance is taken.	Attendance policies are at discretion of each instructor.
Guidance counselors or other staff schedule support services for students.	Students connect with StAR staff and arrange all support services.
Someone is available to help plan study time (teachers, SPED, parents).	Students are responsible for setting and following through on all scheduling and study time.
Most of your classes are arranged for you.	You arrange your own schedule in consultation with your advisor. Schedules tend to look easier than they really are.
Classes are generally held in one building.	Classes are held at many different sites on several campuses.
Average class is 35-45 minutes.	Class times vary from 50 minutes to 4 hours.
Daily contact w/teachers and support staff	Classes meet less frequently; instructors expect and want you to meet with them during their scheduled office hours.
Study time is 1-2 hours per day.	Study time is 2 hours for each credit hour.
Class size is 4-30 students.	Class size is 20-300 students.
Homework is assigned and checked.	Some classes will never have "homework," but students are expected to follow the reading and writing assignments as outlined in the class syllabus.
Teachers frequently rearrange test dates to avoid conflict with school events.	Instructors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
Consistently good homework grades may raise your overall grade when test grades are low.	Grades on tests and major papers usually provide most of the course grade.
Parent permission is required (until 18 years).	Student is an adult with all decision making authority. Parent permission is not required.

Differences between High School and College (cont')

Secondary School	Higher Education
Instruction: <ul style="list-style-type: none">▪ Highly structured/supervised▪ Teach textbook▪ Check homework	Instruction: <ul style="list-style-type: none">▪ Self-directed▪ Supplement text▪ Non-stop lecture▪ Challenges you to think

How to make the transition to college

- Take control of your own education; think of yourself as a scholar.
- Get to know your instructors; they are your single greatest resource.
- Be assertive. Create your own support systems, and seek help when you realize you may need it.
- Take advantage of StAR: study in the StAR Resource Room, work with an accommodation specialist.
- Take control of your time. Plan ahead to satisfy academic obligations and make room for everything else.
- Stretch yourself: enroll in at least one course that really challenges you.
- Make thoughtful decisions: don't take a course just to satisfy a requirement, and don't drop any course too quickly.
- Think beyond the moment: set goals for the semester, the year, your college career.

Helpful Websites:

- **Office of Civil Rights (OCR) Letter to Parents**
 - <http://www2.ed.gov/about/offices/list/ocr/letters/parent-20070316.html>
- **Office of Civil Rights (OCR) Transition of Students With Disabilities to Postsecondary Education: A Guide for High School Educators**
 - <http://www2.ed.gov/about/offices/list/ocr/transitionguide.html>

Self Advocacy: Using Your Instructor Notification Letter

Students with disabilities who attend college need to understand their disabilities. They are expected to be able and willing to disclose their disabilities if they plan to use accommodations in a class.

The college expectation is that students advocate for themselves. Consider sharing the nature of your disability with your instructor, or at least the reason you need a particular accommodation. You may wish to say: "I have difficulty with my memory", "sometimes I have trouble understanding what I read", or "I get anxious before my tests".

The Instructor Notification Letter of Section 504/ADA Accommodations that you receive from StAR will help you to talk with your instructors.

Your letter states that you have provided StAR with documentation of a disability and that you are entitled to the accommodations listed in the letter. These are the steps you need to take during the first week of classes:

1. Make an appointment to talk with the instructors of the classes in which you want to use your accommodations.
2. Show the instructors your official letter and provide each with a copy of the letter. Do not let the instructor keep your official letter.
3. You will be issued an official letter at the beginning of the Fall semester. This letter will be valid for the following Spring and Summer semesters. You will not be issued another letter until the next Fall semester.
4. Show your letter to the instructor of each class in which you plan to use an accommodation. Do not ask the instructor for accommodations which are not listed in the letter.

A sample letter of an **Instructor Notification of a Section 504/ADA Accommodation** is on the following page. Your accommodations may be different from the ones listed on the sample.

SAMPLE

Student Accommodations and Resources Instructor Notification of a Section 504/ADA Accommodation Fall/Spring/Summer

John Doe, 1234567

Has been identified as a student with a documented disability as defined by the Americans with Disabilities Act (ADA). The disability affects a major life area; therefore, it qualifies the student for accommodations in compliance with ADA and Section 504 of the Rehabilitation Act.

It is your responsibility as the student's classroom instructor to provide this student with the accommodations to which he/she is entitled under Section 504 and the ADA. This student is entitled to the accommodations listed below preceded by the phrase "Required Accommodations".

Items listed below that are preceded by the phrase "Learning Style" provides additional information that may help you in understanding the student's learning style or disability. Some of these accommodations have been arranged by the Student Accommodations and Resources Department prior to the semester.

Required Accommodation.....Extended test time	} <i>Examples</i>
Required Accommodation.....May need test read or questions rephrased	
Required Accommodation.....Notetaker needed if you receive blue form	

Comments: _____

In addition to the required classroom accommodations, this student may choose to utilize academic support services from Student Accommodations and Resources (StAR).

This notification is authenticated by the embossed seal. Please contact Student Accommodations and Resources at (815) 729-9020, ext. 2230 for additional information. Instructors may make copies of this document after determining the validity of the notification.

Manager
Student Accommodations and Resources

John Doe
1215 Houbolt Road
Joliet, IL 60431

STUDENT ACCOMMODATIONS AND RESOURCES TUTORING

StAR offers free tutoring to eligible students. Our accommodation specialists are professionals who have college degrees and teaching experience. Many of our accommodation specialists teach classes at the college.

Accommodation specialists will assist you with course content, time management, written assignments, and study skills. In addition, tutoring sessions can be used to work on improving your basic reading, writing, and math skills as well as learning to use adaptive software. StAR accommodation specialists also assist with testing accommodations. See front cover for list of accommodation specialists.

Limitations due to budget, may result in limited appointments for tutoring. Please check with the StAR receptionist in A-1125 or call (815) 280-2613 for tutoring. To schedule an appointment for intake, counseling, or advising, etc. call (815) 280-2230. Appointments can be made with either Lori Smith-Okon, Peggy Doom or Jacque Klika.

Reminders when making appointments for tutoring:

- Write the day and time of your appointment in your weekly planner.
- Come prepared for your tutoring session by bringing:
 - ✓ Your textbook
 - ✓ Your class syllabus
 - ✓ Lecture notes
 - ✓ Details about assignments
 - ✓ All papers returned in class

Tutoring time is not the time to do your class assignments, but it is OK to ask your accommodation specialist to help you understand the problems you may be having with the assignment. If you are unable to attend the appointment you scheduled, you must call and cancel the appointment. Please, if at all possible, let us know by 8:00 AM on the day of your appointment that you will not be here. The StAR Resource Room has voice mail.

**To cancel, call: (815) 729-9020, ext. 2613
 or
 (815) 280-2613**

If you miss more than two scheduled tutoring appointments without notifying us, you may lose your tutoring privileges with Student Accommodations and Resources.

If a tutoring appointment is cancelled less than an hour before your scheduled appointment, it will be considered a “No Show” for that appointment.

HOW TO MAKE TESTING ARRANGEMENTS

1. At least one week before your test, give your instructor a pink “Test Accommodation Form”. (See sample on following page.) The forms are available at the desk in Room A-1125.
2. Be sure you fill out your name, the instructor’s name, and your class number and section on the pink “Test Accommodation Form” before you give it to the instructor.
3. Also, at least one week before your test, come to A-1125 and have an accommodation specialist schedule your test date. You may do this by phone if you prefer.
4. If an accommodation specialist is needed to scribe or read a test, if a computer or Optelec Video Magnifier, etc. are needed, make sure you mention this at the time you make your testing appointment.
5. If you need testing when the Resource Room is closed, we will setup accommodations in the Academic Skills Center.

STUDENT ACCOMMODATIONS AND RESOURCES

“LOG IN”

1. Please log in to the Resource Room by completing the log in form at the desk.
2. We would like you to mark the date and arrival time, your full name, as well as JJC ID# **or** your birthday (some students have the same name and we must distinguish who you are).
3. Be sure to list any and all activities that you plan to utilize in the Resource Room. That would include the following:
 - a. General computer use
 - b. Tutoring
 - c. Test
 - d. Study/homework
 - e. Kurzweil
 - f. Dragon Naturally Speaking
 - g. JAWS
 - h. Optelec video magnifier
4. If you plan to take a test, you must present a photo ID (new policy as of 8/23/10).
5. Turn in your completed log-in form to the accommodation specialists at the desk.

WHAT IS AVAILABLE IN THE STAR RESOURCE ROOM?

1. Appointment desk to schedule tutoring and testing time
2. Study area where tutorial support without an appointment will be available to:
 - a. Answer your "quick" questions about your assignments.
 - b. Help you organize your classwork.
 - c. Help you understand directions or assist you with a math problem.
 - d. Direct you to appropriate resources.
3. Computers with many kinds of software to:
 - a. Help you write papers (WordQ and/or Kurzweil).
 - b. Help review math.
 - c. Read papers or books to you (Kurzweil 3000, scan and read software)*.
 - d. Help you with research.
 - e. Assist you with popular CIOS course work.
4. Adaptive Equipment and Software:
 - a. Video magnifier to enlarge print, graphs, and charts
 - b. Speech input/voice activation software (Dragon Naturally Speaking)*
 - c. Magnify print (Zoom Text)*
 - d. Speech input/voice activation software for Math (Math Talk)
 - e. Windows Screen Reader software for the blind (JAWS)

*Training is available by StAR staff on the use of this software.

PURCHASING PORTABLE USB STORAGE MEDIA “Flash Drives”

This small, sturdy device is an ideal way to store, share, and transport data from computer to computer. JJC’s computers are equipped with USB ports to plug in the flash drive. These devices are available for purchase in the JJC Bookstore. If you choose to purchase one elsewhere, buy a “name” brand. Others are sometimes difficult to use. Here are some popular brands: SanDisk, Kingston, Memorex, and Viking.

Additional things to consider when making a flash drive purchase are:

1. If the drive lists any software or security features as “built in”, these features can cause difficulties with our networked computers.
2. Avoid drives that advertise “U3” on them.
3. **KEEP YOUR RECEIPT** in case you need to return the drive for either a refund or for a replacement.

CHECKING OUT SPECIAL EQUIPMENT

Special equipment can help you get the most out of your classes. CD players and voice recorders can be checked out through the Student Accommodations and Resource secretary. If the manager or intake specialist determines that one of these devices is a credible accommodation for you, you must complete the Multimedia Rental Deposit Form and StAR will release a voice recorder or CD player. The deposit fee of \$25 (voice recorder) or \$75 (CD player) is required before either one can be issued to you. Please return rented equipment to the StAR secretary at the end of the current semester and the fee will be returned to you. The instructor has the right to require a student who uses a tape recorder to sign an agreement for tape recording. See sample form on next page.



SAMPLE

Lecture Tape Recording Agreement Form

- I. As a student enrolled in the StAR Program (*Student Accommodations and Resources*) at Joliet Junior College you have been provided with the reasonable accommodation of using a **tape recorder** in class under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. As such, you are required to provide a copy of Joliet Junior College’s Letter of Accommodation from the StAR department as proof of this accommodation to your instructors in order to tape record lectures.
- II. Faculty has the right to require a student who uses a tape recorder to sign an agreement for tape recording and present the form to the instructor.
- III. I, _____, agree that I will not release the tape

print student name

 recording or transcription (written format) that I have taped in this class to other persons unless for my personal academic support. In addition, I will not otherwise hinder the instructor’s ability to obtain a copyright on lectures that I have taped.

(Professor’s/instructor’s name)

(Department)

(Course number)

(Title)

(Date)

(Student’s signature)

Any questions regarding this form can be addressed to:
Student Accommodations and Resources (StAR)
Office: A-1125, Phone: 815-280-2230

This form is to be submitted to the professor/instructor prior to recording any lectures.

Revised 08.04.11

JJC HOME PAGE

Information about Joliet Junior College can be found at the Joliet Junior College home page. By utilizing any of JJC's web services on or off campus, students agree to abide by the JJC IT Policy for Responsible Use listed at <http://www.jjc.edu/info/IT-policy>.

The web address for Joliet Junior College is:

<http://www.jjc.edu>

Information concerning Student Accommodations and Resources (StAR) can be found at the StAR home page.

To access the StAR home page:

1. Go to the JJC home page, <http://www.jjc.edu>.
2. Click on "Disability Services" under the "Services for Students" dropdown menu. This will bring you to the StAR Department home page where you can find information on various topics such as Rights and Responsibilities, Eligibility for StAR students, Documentation Policy, Arranging Accommodations, and much more.
3. Or simply go to <http://www.jjc.edu/info/star>.

JJC TECHNOLOGY HELPLINE

The College has a 24/7 support phone number for online learning and many other web-based student resources. Supported services include the ANGEL System, JJC Email accounts, and any of the applications located within eResources.

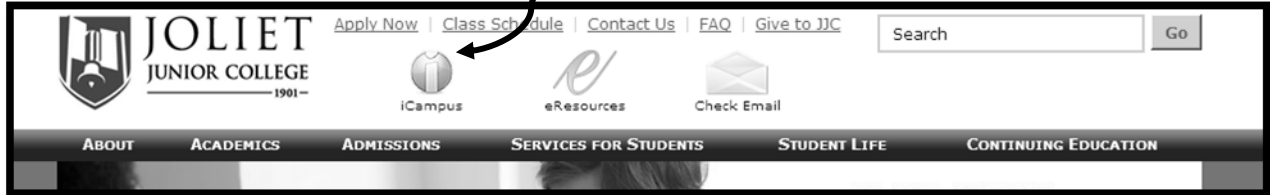
Problems? Questions? You may use any one of the following technology help services:

- Call the Student Tech Support Hotline available 24/7 at **1(886)281-3638**.
- Visit the Web site: <http://www.jjc.edu/help>.

I CAMPUS STAR STUDENT GROUP

Access Information

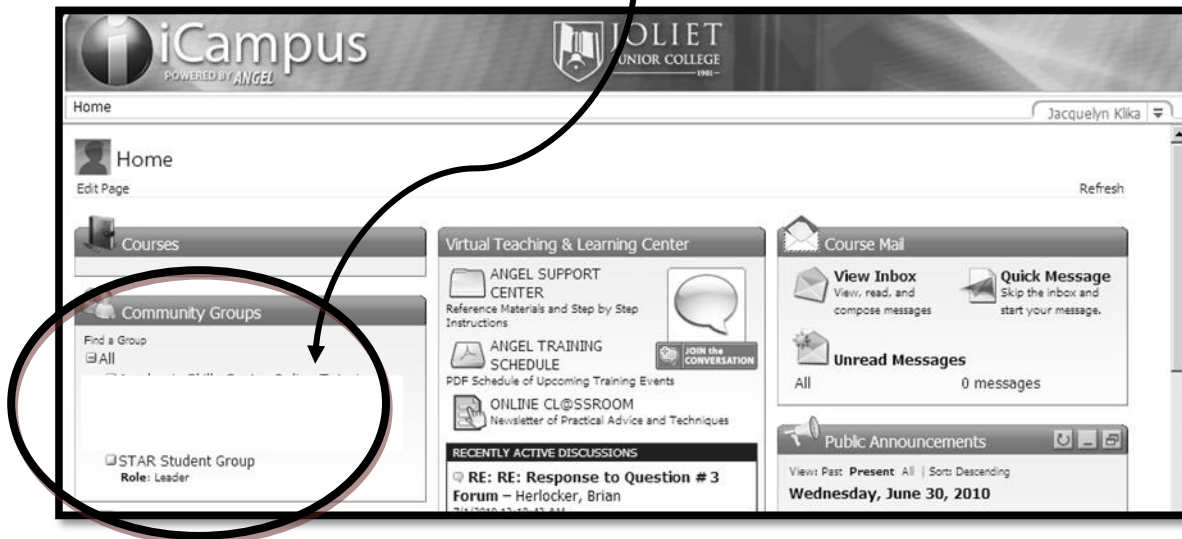
1. Go to www.jjc.edu and click on **i Campus**.



2. Sign into i Campus using your regular JJC **username** and JJC **password**.



3. Go to Community Groups and find **STAR Student Group** beneath courses.



The StAR Student Group provides you with...

1. your rights under the Americans With Disabilities Act & Section 504 of the Rehabilitation Act
2. study skills
3. disability and career information links

I CAMPUS STAR STUDENT GROUP

4. easy access to email your accommodation specialists in StAR.
5. StAR contact information (StAR Office and Resource Room phone numbers)
6. important information from the StAR Department regarding special closings, special opportunities, etc.
7. support groups.
8. A copy of this weeks' INFORMATION YOU NEED TO KNOW sent out by the Vice President of Student Development
9. Important information about Financial Aid and JJC's Academic Standards of Progress
10. JJC Resources and much, much more!

CHECK US OUT AT I CAMPUS' STAR STUDENT GROUP

STAR Student Group

Home ► Group

STAR Student Group

Refresh

Group Announcements

View: Past Present All | Sort: Descending

Tuesday, July 13, 2010

Attention All StAR Students

Important information:

All students taking a test with Student Accommodations and Resources (StAR)

About This Section

The StAR department can be contacted as follows:

StAR Office: J-2025
815-280-2230

Fax: 815-280-2820

Resource Room: J-2009, 815-280-2613

Group Mail

View Inbox
View, read, and compose messages

Quick Message
Skip the inbox and start your message.

Unread Messages
STAR Student Group (ALL) 0 messages

Google

Search

Institutional Resources

Resources

The purpose of this page is to offer links to resources that will help you succeed in your online experience at Joliet Junior College.



www.jjc.edu
www.jjc.edu/info/star

SAMPLE STUDENT SCHEDULE

07/26/2006	09:30AM 2006FL	JOLIET JUNIOR COLLEGE	Fall 2006				
REGISTRATION STATEMENT							
John	0123456			MAJOR: TR010 Associate in Arts			
COURSE	TITLE/Instructor	LOC	START DATE	REFND DATE	DROP DATE	CREDIT	ST
ENG 109 01	Children's Lit Sandoval Lisa	MCD	08/21/2006 MWF C2003	08/30/2006 07:55AM	11/21/2006 09:55AM	3.00 \$224.00	N
Current Term Balance:		0.00		Total Credits: 3.00			
NEXT PURGE DATE IS:		07/26/2006					

Explanation of Key Terms

LOC - Location of course

Examples:

- MCD: Main Campus Day
- MCE: Main Campus Evening
- CTR City Center Campus
- ROM: Romeoville
- FRK: Frankfort Education Center
- MOR: Morris Education Center
- WDF: Weitendorf Agricultural Education Center
- WEB: Internet
- TEL: Telecourse

MWF - Days of the week class meets

Examples:

- M - Monday
- T - Tuesday
- W - Wednesday
- R - Thursday
- F - Friday
- S - Saturday
- U - Sunday

REFND DATE - Last day to receive a 100% refund for a course.

Refund courses will not appear on your transcript.

DROP DATE - Last day to withdraw from a class.

Dropped courses will appear on your transcript with "W" grade.
A grade of "W" will not affect your Grade Point Average (GPA).

Important reminders: Every course has its own refund date and drop date. These dates are listed under each course on the student schedule.

Students are responsible for knowing these dates.

ACADEMIC SUPPORT SERVICES

Academic Computing Centers

Please call (815) 280-2460 or visit <http://www.jjc.edu/info/academic-computing> for more information. (See *Student Handbook Page 39*)

Academic Skills Center

The ASC is located in the Campus Center A-1138. Please call (815) 280-2261 or (815) 280-2284 or visit <http://www.jjc.edu/info/academic-skills> for more information. (See *Student Handbook Page 33*)

Library (LRC – Learning Resource Center)

Please consult the library website www.jjc.edu/lrc for more information or call the Circulation Desk at (815) 280-2665 or the Reference Desk at (815) 280-2344. (See *Student Handbook Page 31*)

Project Achieve

The Project Achieve office is located in Campus Center A-1115 at the Main Campus. Please call (815) 280-2456 or visit <http://www.jjc.edu/info/project-achieve> for more information. (See *Student Handbook Page 33*)

Learning English for Academic Purposes (LEAP) Center for Non-Native English Speakers

The LEAP Center is located in B-2003. Please call (815)280-2794 or visit <http://www.jjc.edu/info/leap-center> for more information

ACADEMIC SUPPORT SERVICES CONTINUED

Writing and Reading Center, Math Center, and Speaking Center

These centers are open to students who would like extra help.

- The **Writing and Reading Center** is located in C-2001. Please call (815) 280-2730 for more information. *(See Student Handbook Page 34)*
- The **Math Center** is located in C-2019. Please call (815) 280-2823 for more information. *(See Student Handbook Page 34)*
- The **Speaking Center** is located in K-2004. Please call (815) 280-2339 for more information. *(See Student Handbook Page 34)*

JJC offers a number of free tutoring services on campus and online. To find the tutoring center that best fits your needs, please visit the website below. You may attain information about tutoring by searching by center or by subject.

The website can be found at: <http://www.jjc.edu/services-for-students/Pages/tutoring.aspx>

JJC COUNSELING AND ACADEMIC ADVISING SERVICES

(See Student Handbook Page 36)

JJC'S Counseling Department offers many services through a professional staff with expertise in personal, vocational, educational, career counseling, and crisis intervention. Services are by appointment and on a walk-in basis during designated times. Services are located in Campus Center A-1154, Main Campus, and NC-03 on the North Campus. For more information, call (815) 280-2673 or visit <http://www.jjc.edu/info/counseling>.

NOTETAKING SERVICES / PROCESS

(Only for students that have this accommodation in their letter)

1. In order to get a notetaker for each class, you must pick up a blue notetaking request form in the Resource Room, Campus Center A-1125.
2. You are expected to give the notetaking request form to the class instructor (make sure she/he has seen the Instructor Notification Letter). The instructor reads an announcement to the class informing the class (without mentioning the student's name) that Student Accommodations and Resources is looking for a qualified, responsible person to take notes for a student in that class.
3. When a student volunteers that student is sent to the StAR Resource room for further instructions.
4. Notetakers are not requested for developmental classes, many CIS classes, and those that are generally hands on; unless given permission by StAR coordinator.
5. Report to StAR Resource Room if after two weeks there is no notetaker. A second notice will be sent to instructor.
6. You are expected to go to class and take your own notes for class. Notes from a notetaker are a backup.
7. If you do not attend class on a regular basis, you will lose your notetaking services.
8. It is suggested that you exchange phone numbers and/or e-mail with your notetaker so that you can keep in touch regarding absences, questions, etc.
9. During class the notetaker will be using carbonless paper, therefore, you will receive your notes from your notetaker after each class: unless, you have made other arrangements.
10. **We cannot guarantee you will be assigned a notetaker.** Until a notetaker becomes available please:
 - a. Tape-record the class lectures and/or ask instructors for a copy of their class notes
 - b. Approach a reliable student in your class and ask if they will be your notetaker.
 - c. Tape recorders are available for check out for the semester in Campus Center A-1125.
11. Immediately contact the Star accommodation specialists in Campus Center A-1125 or call ext. 2613 if:
 - a. You are not getting your notes regularly or
 - b. The quality of your notes is not satisfactory.

RULES AND REGULATIONS RESOURCE ROOM

Log-In

- Please log in to the Resource Room by completing the log in form at the desk.
- We would like you to mark the date and arrival time, your name, as well as your JJC ID# **or** your birthdate.
- Be sure to list any and all activities that you plan to utilize in the Resource Room. (General computer use, tutoring, study/homework, Kurzweil, Dragon Naturally Speaking, JAWS, and/or Optelec video magnifier)
- If you plan to take a test, you must present a photo ID (new policy as of 8/23/10).
- Turn in your completed log- in form to the accommodation specialists at the desk.

Computer Usage

- Computers are for StAR student use only
- Be Green...limit printing to essential documents only
- Computers are intended for academic purposes
- Students may be requested to limit computer use if other students are waiting to use a computer
- Beverages and/or food items are not permitted at computer tables.

Tutoring Support

- Tutoring is intended to help with areas of difficulty in class material
- Students are expected to start homework before arriving
- Be prepared with textbook, details on assignment, tests and papers returned in class, homework started, etc
- Know your schedule and make appointments before you leave.

Testing

- Make testing appointments prior to the day of test and be sure to request a reader or scribe if necessary
- Testing sessions begin on the ½ hour...No Exceptions
- Please arrive early for testing appointments
- Cell phones, iPods, MP3 players, coats, food items, and backpacks, etc. are not permitted in the testing room
- Beverages allowed in a closed container only
- Bring picture ID the day of the test.

Respect the Learning Environment

- Please refrain from talking on cell phones in Resource Room
- Food should be consumed in the cafeteria
- This area is for StAR students only
- Please speak quietly.

RULES AND REGULATIONS StAR TESTING ROOM

1. No cell phones, iPods, MP3 players, coats, food items or backpacks, etc. are permitted in the testing room. Beverages allowed in a closed container only.
2. Purses and pencil boxes shall be placed on the floor.
3. Each test has a start time and a stop time. **It is your responsibility to know the test ending time and to budget your time so you can complete your test.**
4. Do not leave the testing area without permission from the StAR staff.
5. Do not ask for or give help on tests.
6. If you do not follow the rules or it appears you are cheating, you will have your test removed and your instructor will be notified.
7. When you finish the test – give the test and any scratch paper you may have used to the StAR staff person in the testing area. Do not take the test back to the Resource Room.