



How to Complete Audio Recording of Class Lecture Accommodation Agreement Form in the ARC Portal

Introduction

Students who have an Audio Recording of Class Lecture Accommodation must first discuss the accommodation guidelines with their Professor. Once you have discussed guidelines, you may enter the agreement in your ARC Portal to activate this accommodation.

The student and instructor should discuss the below questions before student signs agreement in the ARC Portal:

Student Responsibilities:

In order to utilize your Assignment Accommodation you will need to complete the following steps:

1. Attend the first week of classes and review your syllabus to determine if you will need to utilize the Attendance Accommodation.
2. Email your professor(s) to schedule a meeting to discuss the Audio Recording of Class Lecture Accommodation and agreed upon expectations for each specific class
3. Discuss the below questions with Professor(s) and make note of agreed upon terms in order to enter them in the agreement.
4. Complete and sign the Audio Recording of Class Lecture Accommodation Agreement in your ARC Portal.

***Please note:** This accommodation is NOT retroactive, meaning it does not cover any prior absences or work that has already been assigned and is past due before the Attendance Accommodation Agreement has been discussed with your Professors, filled out and signed in the ARC Portal.*

Discussion Questions

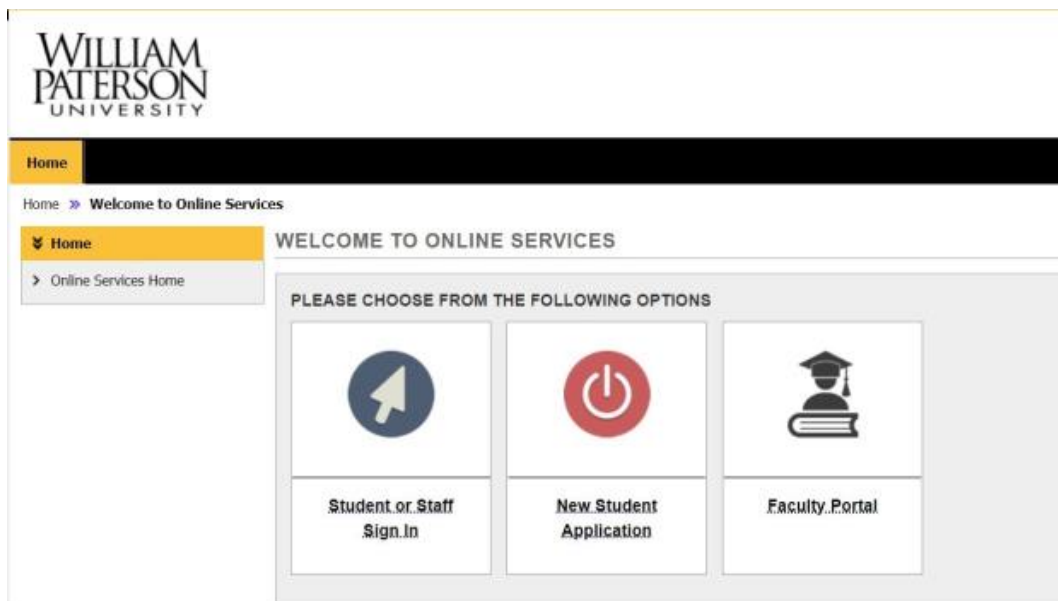


These questions MUST be discussed with your Professor for each course you will use this accommodation

1. What is the use of technology policy in the course syllabus?
2. Are there lectures in this course (i.e.: Students and/or professors disclosing personal information, etc..) for which audio recording is not a reasonable accommodation? If so, please explain.
3. Please explain any other parameters related to the audio recording of class lecture accommodation.

STEP BY STEP INSTRUCTIONS

1 - Log Into your ARC Portal at this link: [ARC Portal](#) and clicking on Student or Sign In. Login with your WPUNJ Student Name and Password. Note: your user id is the beginning of your WPUNJ email address before the @ symbol



2 - Click Agreements with Instructors under "My Accommodations"

Welcome Betty Boop! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

WILLIAM PATERSON UNIVERSITY

My Dashboard Interpreter

Home » My Dashboard » Overview

SMS (Text Messaging)
Status: OFF
Update Preference

Home
My Dashboard
My Profile
Change My Login Information
SMS (Text Messaging)
Additional Accommodation Request Form
My Mailbox (Sent E-Mails)

My Accommodations
My Eligibility
List Accommodations
Alternative Testing
Alternative Formats
Notetaking Services
Deaf and Hard of Hearing
My Documents
My Form Agreements
Agreements with Instructors

Any questions or concerns? Use the following contact information:

OVERVIEW

IMPORTANT MESSAGE(S)
Please read the following message(s) regarding your account:
• **Your To Do List:**
1. **DIS 500.230 - Intro To Disney Princes**
• Alternative Formats: You have not selected book for this class. If you do not require any book to be processed, please let us know.
• **Message for Interpreter:**
Happy Holidays! Enjoy the Break!

PRINTING FACULTY NOTIFICATION LETTER IN PDF
Note: It may take up to 10 seconds to generate each PDF file.
Select Class: **Select One** Generate PDF

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Winter 2021
1
View

LIST ACCOMMODATIONS FOR WINTER 2021

3 - Select Course in which you have discussed the agreement questions with your professor, and choose "Create Agreement"

Welcome Betty Boop! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Login as User Feature
Back to My Profile

SMS (Text Messaging)
Status: OFF
Update Preference

Home
My Dashboard
My Profile
Change My Login Information
SMS (Text Messaging)
Additional Accommodation Request Form
My Mailbox (Sent E-Mails)

My Accommodations
My Eligibility
List Accommodations
Alternative Testing

AGREEMENTS WITH INSTRUCTORS

IMPORTANT NOTE - READ FIRST
You Have The Below Agreements with Instructors to Complete. **You must discuss this accommodation with your Professors before filling out and signing this agreement.**
You may print the list of questions to discuss here:
Questions for Extension on Assignments Accommodation: Questions to discuss with Professors before filling out and signing the Extension on Assignments agreement
Questions for Attendance Accommodation Agreement: Questions to discuss with Professors before filling out and signing the Attendance Accommodation agreement

Previous Term Term: Spring 2022 Next Term

STEP 1: SELECT YOUR COURSE
Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.
Select Class: **Select One**
Create Agreement **ESSAY 345.045 - Essays for English Majors**

LIST OF AGREEMENTS WITH INSTRUCTORS

4 - Select Instructor Name under the selected course

Welcome Betty Boop!My ProfileMy Mailbox (Sent E-Mails)My AccommodationsSign Out

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Home

My Dashboard

My Profile

Change My Login Information

SMS (Text Messaging)

Additional Accommodation Request Form

My Mailbox (Sent E-Mails)

My Accommodations

My Eligibility

List Accommodations

Alternative Testing

Alternative Formats

AGREEMENTS WITH INSTRUCTORS

IMPORTANT NOTE - READ FIRST

You Have The Below Agreements with Instructors to Complete. You must discuss this accommodation with your Professors before filling out and signing this agreement.

You may print the list of questions to discuss here:

Questions for Extension on Assignments Accommodation: [Questions.to.discuss.with.Professors.before.filling.out.and.signing.the.Extension.on.Assignments.agreement](#)

Questions for Attendance Accommodation Agreement: [Questions.to.discuss.with.Professors.before.filling.out.and.signing.the.Attendance.Accommodation.agreement](#)

AGREEMENT FOR ESSAY 345.045 - ESSAYS FOR ENGLISH MAJORS

Select One Instructor

Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:

☒ Megan Searles

Attendance Accommodation Agreement

This agreement is ONLY valid AFTER discussing the questions with your Professor You may print the questions on this agreement here: [Questions.to.discuss.with.Professors.before.filling.out.and.signing.the.Attendance.Accommodation.agreement](#)

5 - Enter Agreement Answers AFTER discussing with Professor.

> List Accommodations

> Alternative Testing

> Alternative Formats

> My Documents

> My E-Form Agreements

> Agreements with Instructors

Any questions or concerns? Use the following contact information:

Phone: (973) 720 - 2853

[Send an Email](#)

Important Dates

> May 14

Last Day of Spring Classes

Logout

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

Log Out

Audio Recording of Class Lecture Accommodation

- Students with disabilities who are unable to take or read notes have the right to audio record class lectures for their personal study only.
- Lectures that are audio recorded for this purpose may not be shared with other people without the consent of the lecturer.
- Audio recorded lectures may not be used in any way against the faculty member, other lecturers, or students whose classroom comments are taped as part of the class activity.
- Information contained in the audio recorded lecture is protected under federal copyright laws and may not be published or quoted without the express consent of the lecturer and without giving proper identity and credit to the lecturer.

1. I have read and understand the above policy on audio-recorded lectures at William Paterson University, and I pledge to abide by the above policy with regard to any lectures I record while enrolled as a student at William Paterson University. ☐ Yes ☐ No

Additional Note or Comment

2. What is the use of technology policy in the course syllabus? *

6 - Electronically sign by clicking the box next to "I have spoken to my Instructors regarding all agreements requested in my courses. If you have more than one agreement, this electronic signature applies to all agreements in that course.

Term(s) and Condition(s)
<p>Please indicate that you have read and agreed to the following statement(s):</p> <p><input checked="" type="checkbox"/> I have spoken to my Instructors regarding all agreements requested in my courses.</p> <p>Submit Agreement with Instructor</p>

Questions? Contact Us!

Please contact our office if you have any questions regarding your agreements with your instructors.

Accessibility Resource Center
William Paterson University
University Commons (Speert Hall, Room 134)
300 Pompton Road
Wayne, NJ 07470
Tel: 973.720.2853
Fax: 973.720.3293
E-mail: arc@wpunj.edu



Reminder! This accommodation is NOT retroactive and is only valid once you speak to your Professor, determine guidelines by answering questions above, and electronically sign this agreement. Professors will receive a copy of this agreement via email.