

Student Accessibility Services (SAS) Spring 2025 Newsletter



Requesting Accommodation Letters

[Student Accessibility Services \(SAS\)](#) encourages students to request an accommodation letter for the current semester as soon as possible. If your needs have changed, please make an appointment to discuss them with an SAS advisor. An SAS advisor is located on each campus, or you can meet virtually.

Use the [SAS Portal](#) to request a new or updated **Spring 2025 Accommodation Letter** or email. Letters are sent about five to seven days before the start of the 16-week term. Once you receive your copy of the letter, contact your instructors to confirm your accommodations. *If your schedule changes after the letters are sent, notify us as soon as possible by emailing CCCSAS@tri-c.edu.*

If you need information on alternative-format textbooks, software training or an ASL interpreter for your classes, please email CCCSAS@tri-c.edu. *Remember to save your book receipts!*

Scheduling Appointments

Call the office number below or use the [SAS Portal](#) to schedule an appointment with an advisor.

Eastern Campus

Matt Rimar
216-987-2052 | matt.rimar@tri-c.edu

Metropolitan Campus

Lisa Husamadeen
216-987-4344 | lisa.husamadeen@tri-c.edu

Western Campus

Eric Shelton
216-987-5079 | eric.shelton@tri-c.edu

Westshore Campus/Brunswick University Center

Lydia Hickman
216-987-5732 | lydia.hickman@tri-c.edu

Checking Your Class Schedule

Each semester offers several options for how classes are offered at Tri-C. Review your schedule in my Tri-C space to confirm when your classes begin and the modality they are being offered in.



- **Full Term:** 16 Weeks | [Jan. 13 – May 11](#)
- **Session A:** First 8 Weeks | [Jan. 13 – March 9](#)
- **Session O:** 14 Weeks | [Jan. 27 – May 11](#)
- **Session M:** 12 Weeks | [Feb. 10 – May 11](#)
- **Session B:** Second 8 Weeks | [March 17 – May 11](#)

View the [Full Academic Calendar](#)

SAS TIPS: Extended Time on Tests

Extended test time is an accommodation for approved students with disabilities that can significantly affect their ability to show what they have learned. Extended test time is generally defined as the amount of time allotted for the exam in class plus 50% more time. However, each student has individual accommodations that may differ. Often, we receive questions about extended time on tests from instructors and students. Here are the answers that can help both professors and students use this accommodation properly:

Question	Answer for Professor	Answer for Student
Are students who are approved for extended test time required to take tests or quizzes in the Testing Center?	No, students approved for this accommodation may decide to test in the Testing Center with extended test time or to test in the classroom without extended test time. The student may elect to use the accommodation on one test and not another in the same course.	No, the student may decide when to use the accommodation and when it is not needed. However, the student is responsible for informing the professor when they would like to use the accommodation. To take a test with extended time, students must schedule an appointment with the Testing Center.
Is it acceptable for a professor to encourage a student to take an exam or quiz in the classroom instead of going to the Testing Center?	No, a student approved for extended test time has a right to use the accommodation. Though a professor may be trying to help a student by encouraging them to test in the classroom, they may feel pressured to forfeit their accommodation. Please support the student's right to decide what is appropriate.	No, the student may decide when to use the accommodation and when it is not needed. However, the student is responsible for informing the professor when they would like to use the accommodation.
What if the exam or quiz is being given during only a portion of the class, and the professor plans to lecture or run other activities during the remainder of the class?	If exams or quizzes are given for part of the class, the professor is responsible for informing the student when the class will resume. If the student with accommodations needs to be present for class when the exam or quiz ends, they must arrange to test early.	When a student notifies the professor that they plan to take an extended test in the Testing Center, they should ask if it is necessary to return to the classroom after testing. If so, they should determine when they need to come to class and plan to test early to allow for extended test time.
What happens when a student chooses to test in the classroom instead of using the Testing Center?	When a student chooses to test in the classroom, they waive their right to extended test time. A professor can require the student to sign the bottom of the exam, stating that they have decided to waive the right to extended test time for that exam.	The student should be prepared to sign the bottom of the exam, stating that they are waiving the extended test time accommodation. Once a student starts an exam in the classroom, they cannot continue the exam elsewhere with extended time.

Student Financial Aid and Scholarships

Tri-C's [Student Financial Aid and Scholarships](#) staff is here to help with this academic year's 2024-25 FAFSA. Tri-C maintains a full-service Student Financial Aid office on each campus. This office is dedicated to helping students navigate financial aid options for paying for their college expenses. Students can meet with a Student Financial Aid Advisor to obtain information about various financial aid options, including grants, scholarships, student loans and public benefits.

The Cleveland Foundation and College Now Greater Cleveland offer more than 30 scholarships for students from various backgrounds, residencies, majors and more. The application for the [Cleveland Foundation Scholarships](#) is now open. Students with mental health disabilities may qualify for the [Wilma A. Chapman Scholarship](#).

Helpful Resources

- [2024-2025 Enrollment Guide](#)
- [Student Success Specialists](#)
- [Academic and Personal Counseling](#)
- [Tutoring Services](#)
- [Testing Center](#)
- [Learning Commons](#) (Library)
- [Writing Center](#)
- [D2L's Brightspace for Students](#) (LMS)
- [Technology and Digital Literacy Resources](#)



Your SAS team:

Back row (L to R): Lydia Hickman, Lisa Husamadeen, Evelyn Anderson, Jeanetta Roby-Autrey, Gale Hesin

Middle row: Matt Rimar

Front row: (L to R): Eric Shelton, Helen Sullivan, Mandy Gawne, Sheri Gross, Kerri Caine

We look forward to seeing you on campus this semester!

