

Hello students:

Here is your Wednesday student communication from Parkland College. We have two important topics today. First, because there were some questions about the Technology Check-Out Program, I am resending a corrected and clarified version to that process below. Second, please find lots of good information about Accessibility Services during our online instruction period.

Clarification of Technology Check-Out Program

- We know that technology needs are first and foremost in your minds for many of you. We are here to help!
- A limited number of laptops, Chromebooks, and iPad Airs are available for loan through the end of the semester. We will distribute those devices on Friday, March 27 from 9AM -11AM on the Parkland Campus. To minimize COVID19 impact, this will be a drive-up style pick up at the Student Union circle drive by the bus stop.
- In order to get one of these devices, you must email librarytech@parkland.edu with your name, student ID number, and which type of device(s) you are willing to accept by 5 PM Thursday night. We will strive to provide you with your first choice, but due to limited numbers, you may be offered your second or third choice.
- A library staff member will email you to confirm your request. Please do not come to campus on Friday if you have not received that confirmation email.
- Pickup on Friday March 27, 9AM-11AM
 - You must present your photo ID to pick up the device on Friday at the circle drive in front of the Student Union.
 - Stay in your vehicle; we will verify your ID and hand you your device.
- All devices will be due back to the library by May 15, 2020.

Accessibility Services

Parkland College and Accessibility Services wants you to be successful during this time of transition. Accessibility Services will continue to assist you with your accommodation needs during this period of online education. We will work with you and your instructors to assess your accommodation needs and provide all the reasonable help and resources that we can.

During this time of transition, Accessibility Services wants to make sure you have access to important information regarding our services. We are offering different ways to contact our office regarding your needs, concerns and questions:

- If you have not registered with our office previously, please know that you can register with our office throughout the rest of the semester by emailing accessibilityservices@parkland.edu. We will guide you through a remote intake process after receiving your email.

- If you are already registered with our office, you are encouraged to email your instructor directly or an Accessibility Services coordinator via email if you have questions or concerns about your accommodations. Our coordinators are Laura Wright (LWright@parkland.edu) or Kristen Stephens (KStephens@parkland.edu).
- If you are concerned about the online format or if you are having trouble, please speak to your instructors first. Faculty are very aware and sympathetic to the disruption these changes are causing (they are experiencing them right along with you!). **Your instructors are here to help you navigate this new educational environment.** Please allow them the opportunity to be a good resource for you by reaching out to them first with your questions and concerns.
- Parkland is committed to helping you complete the coursework you have in progress and finding an educational solution that works for every student. Please do not withdraw at this time. We ask for your patience and willingness to let us work through these challenges with each and every one of you.
- Some online assistive technology resources that are available for each and every student can be located on <https://www.augsburg.edu/class/groves/assistive-technology/everyone/> which has been compiled by Augsburg University.
- Please don't hesitate to contact us via email at accessibilityservices@parkland.edu

Thank you for your patience and understanding as we are assisting all of our students navigate through these changes.

Sincerely,

Mike Trame
Vice President for Student Services