

Accessible Furniture

Students who are registered with the Office for Students with Disabilities/Deaf Services (OSDDS) and who have an Accommodation Agreement identifying them as eligible for accessible furniture services, must submit these requests every semester AND for each course.

- To submit request(s) electronically - Go to: www.hcc.edu
 - Courses & Programs
 - Disability & Deaf Services
 - Request Your Services
 - **Complete the form(s) and submit**
- If you would like to complete these request(s) in writing, please visit the OSDDS Main Office DON147.
- If you would like assistance with submitting these request(s), go to the OSDDS Main Office to schedule an appointment with the Assistive Technology Center (ATC).
- To complete your request for accessible furniture, you will need the following information:
 - Student Name
 - Email
 - Student ID
 - Your assigned OSDDS Specialist
 - Semester
 - Type of Furniture
 - Course # & Section
 - Building and Room #
 - Day(s) of the course
 - Time(s) of the course
- You must fill out a request indicating each course so that OSDDS can be sure the furniture is available to you in all of your classrooms
- If your schedule has changed or you no longer need accessible furniture in a classroom, contact OSDDS immediately to update the status of your request
- Once OSDDS processes the request, you will be able to access the furniture in your classroom; notify the OSDDS Main Office in DON147 **immediately** if there are any further issues
- Contact the OSDDS Main Office at 413.552.2417 or stop into DON147 with any further questions or concerns!