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:
  o Student Name
  o Email
  o Student ID
  o Your assigned OSDDS Specialist
  o Semester
  o Type of Furniture
  o Course # & Section
  o Building and Room #
  o Day(s) of the course
  o 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!