

AEC welcomes you to the Fall 2020 semester!

In accordance with President Papazian's guidance, AEC's staff will continue telecommuting and will be available virtually to support the three modes (Fully Online, Hybrid, and In-Person) of instruction being offered this Fall. AEC is reachable via email (aec-info@sjsu.edu) for Zoom appointments to address any student concern regarding the administration of Fall 2020 accommodations.

With the change in course modes, AEC has updated the [Faculty FAQ](#) to address both online and in-person instruction and administration of exams. Additionally, AEC has been communicating with students to clarify their responsibility in requesting accommodations and the process of making arrangements for the administration of exams. However, AEC cannot do this alone. AEC's partnership with instructors make the administration process successful for instructors, students, and AEC.

What can instructors expect?

1. Email delivery of Faculty Notification Letters, stating each student's prescribed accommodations, including prescribed extended testing times.
2. AEC staff is available for consult by email, phone, and Zoom.
3. AEC management of all Notetaking Services. Instructors may be contacted by AEC staff to request support in the recruitment of peer notetakers if AEC is unsuccessful in recruitment.
4. AEC to partner with [CFD](#) and [E-Campus](#) to support the administration of accommodated exams in the same manner and version as outlined by course mode and student(s) disability related limitations.

Did you know:

Instructors have 24/7 access to MyAEC Faculty Portal

[MyAEC Faculty Portal](#) allows instructors to manage **all** requested accommodations for **all** courses, for **all** students in one place. In MyAEC Faculty Portal you can:

- Search Student Eligibilities (e.g.: accommodations)
- Complete and/or update Alternative Testing Contracts
- View list of requested/scheduled exams
- Upload exams
- View assigned Notetakers

Visit [Quick Guide to MyAEC Faculty Portal](#) for step-by-step support.

Important Dates

- **November 1:** Deadline for students to submit final exam request for in-person classes with in-person exams
- **December 8:** Study Day
- **December 9-15:** Final exams

Additional Faculty Quick Links

[Working with Student with Disabilities](#) | [Notetaking Services](#) | [Testing Hours](#) | [Center for Accessible Technology](#) | [Deaf & Hard of Hearing](#) | [Accessible Furniture](#) | [Faculty Fast Facts](#) | [Creating Accessible Materials](#) | [After-Hours Elevator Assistance](#) | [Emergency Evacuation](#) | [Syllabus Statement Rational](#)