

## STUDENT BULLETIN | FALL 2020

**AEC welcomes you to the Fall 2020 semester!**

In accordance with President Papazian's guidance, AEC's staff will continue telecommuting and be available virtually to support the three modes of instruction ([Fully Online, Hybrid, and In-Person](#)) being offered this Fall. All AEC's locations remain closed: Main AEC Office (ADMIN 110), Testing Office (IS 223), Deaf and Hard of Hearing (IS 222), and Center for Accessible Technology (MLK 230). AEC is reachable via email ([aec-info@sjsu.edu](mailto: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 [Current Student FAQ](#) to address the current modes of instruction and requesting & utilizing prescribed accommodations, including the administration of accommodated exams.

All students will request prescribed accommodations, services, and auxiliary aids via MyAEC. Students adding classes at the start of the semester should expect a delay of 24-36 hours before new classes populate into MyAEC.

**Notetaking**

On August 12, 2020 AEC Notetaking emailed students prescribed peer notetaking. For Fall 2020, peer notetaking will be provided for hybrid and in-person lectures with synchronous lectures (live lectures). Students are asked to only confirm notetaking services for those types of courses. For additional information students should refer to the notetaking email.

Additional information regarding Notetaking Services is available on [AEC's Notetaking Services FAQs](#), i.e. requesting services, confidentiality, and instructor involvement.

**Test Accommodations**

The AEC supports the administration of exams to match the same manner and version as the class. With 3 modes of instructions students should familiarize themselves with their responsibility, steps required for requesting accommodations, and arranging for accommodated exams by viewing the [AEC's Testing FAQ](#). Note, scheduling exams will be different for online exams vs. in-person exams.

**Alternative Formats**

Students with prescribed alternative formats as an accommodation, who have not requested their e-text, should do so as soon as possible via MyAEC. Students can view the [CAT's FAQs](#) for their responsibility and required steps in requesting alternative formats.

**Deaf and Hard of Hearing**

Students with prescribed DHOH accommodations, who have not requested services, should do so as soon as possible by emailing [aec-dhoh@sjsu](mailto:aec-dhoh@sjsu). Students can view the [DHOH FAQs](#) for their responsibility and required steps in requesting services.

**Did you know**

*Students have 24/7 access to  
MyAEC Student Portal*

[Student Portal](#) allows students to:

- Request accommodations
- Schedule exams for in-person classes with in-person exams
- Request alternative formats

**Important Dates**

- **August 31:** Last Day to Drop Classes without W
- September 8: Last Day to Add Classes via MySJSU
- **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