

CLASS AIDE PROCEDURES & GUIDELINES
Services to Students with Disabilities
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

PROCEDURES:

1. Submit a completed Class Aide Request Form at least thirty (30) days prior to the first day of classes each quarter. This form may be obtained from the SSD office during normal business hours or on the SSD website.
2. Notify SSD regarding changes in class schedules and locations as soon as possible.
3. SSD will hire a student assistant to serve as a Class Aides.

GUIDELINES:

1. The student's SSD counselor determines Class Aide as an accommodation on a class basis.
2. Priority registration should be utilized by students to ensure timely submission of Class Aide requests.
3. Class Aides will leave after 20 minutes if the student with a disability does not attend class.
4. Any questions or concerns regarding requested Class Aides should be directed to the SSD office.

I have read and agree to follow the Class Aide Procedures and Guidelines.

Student Signature

Date

Staff Signature

Date

White-SSD Canary-Student