



Moorpark College **ACCESS**



ACCESSIBILITY COORDINATION CENTER AND EDUCATIONAL SUPPORT SERVICES

Helpful Reminders, During COVID

Student Email

Check your my.vcccd.edu email account regularly. Email requests to ACCESS or contact your instructors with your student email. Your student email is a Google account and it can be logged in with any email app such as Apple Mail, Windows Mail, Outlook or the Gmail app. Use the full student email, first_lastname#@my.vcccd.edu, when logging into an email app.

Requesting Accommodations Each Semester (3 steps)

1. Make sure to check in with someone at ACCESS. You will need to complete your Student Academic Accommodations Progress Plan (AAPP) every semester.
2. Request your accommodations by emailing a signed [Request for Accommodations \(RFA\)](#) form to mcaccess@vcccd.edu. (Use the [free Acrobat app](#) to fill and sign)
3. ACCESS will e-mail your professors a Confidential Memo. You will be copied on this communication. Please allow three working days for the form to be processed. You can follow up on your request by emailing mcaccessproctoring@vcccd.edu.

Audio Books or Assistive Technology

Please visit the Alternate [Media Site](#). Contact Matt Spinneberg at mcaccessmedia@vcccd.edu or call [805 378-1461 #3](tel:8053781461) to discuss media and technology solutions.

Counselor Appointments

Call [805 378-1461 #4](tel:8053781461) or email mcaccess@vcccd.edu to schedule an appointment with Christina Embry, Hadar Feingold, Jolie Herzig, or Jennifer Ruppert. Visit [Schedule a Meeting with ACCESS](#) to connect directly with Jolie or Jennifer.

Exam & Test Accommodations

You can reach Cynthia Cuevas through the general testing email, mcaccessproctoring@vcccd.edu.

VCCCD App for [Android](#) or [iOS](#)

View campus notifications and fill out the COVID questions if approved to come on campus.

Paying For Classes

Log onto the portal and choose the “Register/Pay” tab. Under “Payment and Payment Plans” you can pay for your classes, check your class schedule and bill, buy a school ID or search to buy your textbooks.