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.

- **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.

- **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 to discuss media and technology solutions.

- **Counselor Appointments**

  Call (805) 378-1461 #4 or email mcaccess@vcccd.edu to schedule an appointment with Christina Embry, Hadar Feingold, Jolie Herzig. Visit Online Counseling to connect directly with Jolie.

- **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 taking on-ground classes.