



# 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.

### ○ **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](mailto: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](mailto:mcaccessproctoring@vcccd.edu).

### ○ **Audio Books or Assistive Technology**

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

### ○ **Counselor Appointments**

Call [\(805\) 378-1461 #4](tel:805-378-1461#4) or email [mcaccess@vcccd.edu](mailto: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](mailto:mcaccessproctoring@vcccd.edu).

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

View campus notifications and fill out the COVID questions if taking on-ground classes.