Hampshire College
Office of Accessibility Resources and Services (OARS)

All information about accessing accommodations at Hampshire College from the Five-Colleges can be found online here: hamp.it/5collegeAccommodations

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Office Information and Location

**Hours:**
M-F, 8:30am-4:30pm

**Drop-in Hours:** Friday 1:00 – 3:00 PM

**Website:**
OARS.Hampshire.edu

**Phone:**
413-559-5498

**Primary Email Address:**
OARS@Hampshire.edu

**Mailing Address:**
Office of Accessibility Resources and Services (OARS)
Hampshire College
Lemelson Building
893 West Street
Amherst, MA 01002

**Finding Us**

The Office of Accessibility Resources and Services (OARS) is located in the Lemelson building. Lemelson is rich with important resources. OARS shares an entrance with Central Records and partners with the Center for Student Success and Advising (CASA) for student academic support. The entrance pictured here is facing the Cole Science Center and the Harold F. Johnson Library.

Hampshire Campus Map Online: [https://www.hampshire.edu/discover-hampshire/campus-map](https://www.hampshire.edu/discover-hampshire/campus-map)

Parking Policies/Handbook: [https://handbook.hampshire.edu/node/59](https://handbook.hampshire.edu/node/59)

Parking Map: [https://www.hampshire.edu/sites/default/files/Hampshireparkingmap16.pdf](https://www.hampshire.edu/sites/default/files/Hampshireparkingmap16.pdf)

**Staff**

![Aaron Ferguson](image1.png)

Aaron Ferguson
OARS Director
[aferguson@hampshire.edu](mailto:aferguson@hampshire.edu)

![David Paquette](image2.png)

David Paquette
OARS Administrative Coordinator
[dpaquette@hampshire.edu](mailto:dpaquette@hampshire.edu)
Disclosure Process/Timeline

Drop-in Hours

Drop-in hours are every Friday from 1:00 - 3:00 PM. These are the best times to quickly submit your accommodation letters from your home school and leave with copies of letters for your Hampshire class(es). If you would like to discuss your accommodations and applying them to your Hampshire course, there will be a few minutes to do so during drop-in hours, which are 15-minute appointments.

Schedule an Appointment

If you cannot make it to drop-in's or need more time than a drop-in session allows, please call 413.559.5498 to schedule a time to meet or SCHEDULE ONLINE: https://maison.io/hampshire/oars

Email is not an efficient way for appointment scheduling, but if it is necessary to communicate via email, let us know in your message, so we do not redirect you otherwise.

Accommodation Request Drop-off

If you do not have any questions and do not need to meet with OARS staff at all, you can drop off your Five-College Accommodation Form and/or home school’s accommodation letter during business hours. You will be contacted at your school email address when your letters are ready to pick up (usually within two business days).

It is recommended that you only forego meeting if you have had a meeting in the past and/or taken Hampshire courses

Accommodation Process

Accommodation Letters

Students will receive two copies of accommodation letters for each class at Hampshire. One copy is for the professor to keep and the other should be signed by the student and professor and returned to OARS once you are both satisfied of the plan to implement accommodations to the course. Please see the example accommodation letter below for formatting. Your specific accommodations will depend on the accommodations approved at your home institution.

OARS will reach out to students’ home institution if we have questions about whether the way we administer accommodations will effectively meet the students’ needs.
Office of Accessibility Resources and Services (OARS)
895 West Street | Amherst, MA 01002 | 413.559.5668 | / 413.559.6098 | accessibility@hampshire.edu | OARS.hampshire.edu

From: Aaron Ferguson (amfAC@hampshire.edu); Director
       Katie Stiefel (kdsAC@hampshire.edu); Administrative Coordinator
To: Prof. ___________________________ Course: ___________________________
Re: Accommodations for Aaron Ferguson ID: 1234567 Email: amfAC@hampshire.edu

This Information is Confidential

Aaron has a documented disability verified by an appropriate professional. The below accommodations are intended to enable the student to equitably demonstrate mastery of course content. While a student's accommodation usage may vary from course to course, the following accommodations can be applied to all. Aaron should be evaluated according to the same standards used for any Hampshire College student and accommodations should not infringe on the fundamental academic standards, requirements or integrity of the course.

Please discuss the accommodations listed below with Aaron to create a plan for adapting them to this specific course to allow reasonable access for the student while maintaining the academic integrity of the course. If any questions arise during this discussion, please consult with OARS staff listed above.

Thank you for helping to make Hampshire College an accessible and equitable place to obtain an education.

Academic Accommodations:
- Accommodation1
- Accommodation2
- Accommodation3

Exam-based Accommodations:
- Accommodation4
- Accommodation5
- Accommodation6

Student Signature* ___________________________ Date ________________
*With my signature I agree to the plan established with my professor to implement these accommodations in this course. I authorize OARS staff to discuss any pertinent information with my professor(s) or other professional staff as necessary to implement my accommodations reasonably and appropriately.

Faculty Signature** ___________________________ Date ________________
**With my signature I acknowledge my responsibility to work with Aaron and OARS to appropriately implement the above authorized accommodations in a reasonable fashion and in compliance with the ADA.

Copy 1: Student must return to the Lemelson Building signed by both professor and student.
Copy 2: To be kept by professor for their records.
Hampshire Students taking Five-College courses

For Hampshire students who are taking Five-College classes, please pick up your Hampshire accommodation letters at the front desk of CASA at any time. Please ask OARS to print a copy of your Hampshire accommodation letter and the Five-College Accommodation Form for each Five-College institution where you are planning to take classes. If you have questions, please see instructions about drop-in hours and scheduling appointments above.