Center for Individualized Learning  
*Metro Meritus Program – Stakeholder Information*

- **Academic Departments**
  - Participants are not permitted to check out equipment of any kind.
  - Participants are not permitted to attend field trips.
  - Class sessions and handouts, etc. should be made accessible to participants as is appropriate within the context of the ADA.
  - The chair of the department should review requests for access to restricted labs/equipment. Department chairs are responsible for ensuring liability risks are addressed regarding special access.

- **Access Center**
  - Participants can use the campus Accessibility Van. They need to present their Metro Meritus identification document to the Center prior to using the van.
  - Participants are appropriately accommodated within the context of the ADA for classroom support.
  - Participants are not accommodated for longer test taking times as Metro Meritus participants do not take tests.

- **Auraria Higher Education Center (AHEC)**
  - ID Station in the Tivoli – Participants do not receive an official university identification card or an RTD bus pass. Refer participants to the Metro Meritus Program Manager at 303-615-0525.
  - Parking – Metro Meritus participants can purchase parking passes as long as they provide their MSU Denver identification number (aka 900# number).

- **Auraria Library**
  - Participants have access to journal articles. If participants experience difficulty accessing library resources, have them contact the MSU Denver IT department at 303-352-7548.

- **Campus Recreation**
  - Use of the recreation facilities is limited to class time.
  - Participants wishing to use the facilities outside of class time will be charged a fee by Campus Recreation.

- **Educational Technology**
  - Participants are informed that they will have access to Canvas 48 hours after they submit their enrollment form to the Center for Individualized Learning, Admn. 360.
  - Participants appear on the professor’s Canvas list; however, professors do not receive a roster of Metro Meritus participants.

- **Information Technology**
  - Participants are not allowed to check out equipment, including laptops.
  - Participants are informed that they will have access to email 48 hours after they submit their enrollment form to the Center for Individualized Learning, Admn. 360.
  - New participants request their user name and initial password from IT.
  - Participants can request password resets.

- **Student Engagement and Wellness**
  - Metro Meritus participants are held to the same code of conduct as regular paying participants of the university ([http://catalog.msudenver.edu/content.php?catoid=28&navoid=1750](http://catalog.msudenver.edu/content.php?catoid=28&navoid=1750)).

- **Writing Center**
  - Participants are allowed to make appointments with the Writing Center.