# Accessibility Statement for A Guide for Successful Students 2nd ed.

St. Clair College believes in and promotes the rights of all persons with disabilities as enshrined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code, the Accessibility for Ontarians with Disabilities Act (2005), and its related Accessibility Standards Regulations. The College is committed to fostering a rich working and learning environment that affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation or business dealings with the College. (Preamble to [Accessibility Policy 2.2](https://intranet.stclaircollege.ca/pandp/docs/scc_policy_2-2.pdf))

## Conformance Status:

The Web Content Accessibility Guidelines (WCAG) define requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The web version of A Guide for Successful Students 2nd Edition is conformant with WCAG 2.1 level AA.

## Feedback:

We welcome your feedback on the accessibility of A Guide for Successful Students 2nd ed. Please let us know if you encounter accessibility barriers:

* Phone: 519-972-2727 Ext. 5497
* E-mail: [istewart@stclaircollege.ca](mailto:istewart@stclaircollege.ca)
* Postal address: 2000 Talbot Rd. W. Windsor, ON N9A 6S4

We try to respond to feedback within 5 business days.

## Steps That St. Clair College Takes to Ensure Digital Accessibility:

The web version of the [Guide](https://ecampusontario.pressbooks.pub/oerguide/) has been designed with accessibility in mind and incorporates the following features:

* It has been optimized for people who use screen-reader technology
* All content can be navigated using a keyboard
* Links, headings, and tables are formatted to work with screen readers
* Images have alt tags
* Information is not conveyed by colour alone
* The option to increase font size (see tab on top right of screen)
* All videos have captions and transcripts are included.

**Other File Formats Available:**

In addition to the web version, this book is available in a number of file formats, including PDF, EPUB (for eReaders), HTMLBook, XHTML and OpenDocument. Here is a [link](https://ecampusontario.pressbooks.pub/oerguide/) to where you can download this book in another file format. Look for the “Download this book” drop-down menu to select the file type you want.

This resource links to a number of external websites. If you are accessing this book in a print format, words that are linked will be underlined in the text, and you can find the full web address in the back matter of the book.

## List of Known Accessibility Issues:

While we strive to ensure that this resource is as accessible and usable as possible, we might not always get it right. Any issues we identify will be listed below:

1. Linked YouTube videos not created by St. Clair College may have automatically generated captions. Workaround: Transcripts that are provided have been checked by a human.
2. Hypertext links inside the text won't be accessible if you decide to use the printed version of this book. Workaround: At the end of the book you can find the unformatted links from each chapter.

## Guidelines That St. Clair College Follows When Creating Accessible Digital Materials:

### Organizing Content:

* Content is organized under headings and subheadings.
* Headings and subheadings are used sequentially (e.g., Heading 1, Heading 2).

### Images:

* Images that convey information include alternative text (alt text) descriptions of the image’s content or function.
* Graphs, charts, and maps also include contextual or supporting details in the text surrounding the image.
* Images do not rely on color to convey information.
* Images that are purely decorative do not have alt-tag descriptions. (Descriptive text is unnecessary if the image doesn’t convey contextual content information).

### Links:

* The link is meaningful in context and does not use generic text such as “click here” or “read more.”
* Links do not open in new windows or tabs.
* If a link must open in a new window or tab, a textual reference is included in the link information (e.g., [NewTab]).

### Tables:

* Tables include row and column headers.
* Row and column headers have the correct scope assigned.
* Tables include a caption.
* Tables avoid merged or split cells.
* Tables have adequate cell padding.

Multimedia (A transcript that includes):

* Speaker’s name
* All speech content
* Relevant descriptions of speech
* Descriptions of relevant non-speech audio
* Headings and subheadings for long transcripts
* Captions of all speech content and relevant non-speech content are included in the multimedia resource; this includes the audio synchronized with a video presentation.
* Audio descriptions of contextual visuals (e.g., graphs, charts) are included in the multimedia resource for college created videos.

Formulas:

* Formulas are created using WP QuickLaTeX.
* Formulas are images with alternative text descriptions if WP QuickLaTeX is not an option.

### Font Size:

* Font size is 12 point or higher for body text.
* Font size is 9 point for footnotes or endnotes.
* Font size can be zoomed to 200%.

## References:

Adapted from [BC Open Textbook Accessibility Toolkit](https://opentextbc.ca/accessibilitytoolkit/). Authored by Amanda Coolidge, Sue Doner, and Tara Robertson. Provided by BCcampus. Located at <https://opentextbc.ca/accessibilitytoolkit/>. Licensed under [CC BY: Attribution](https://creativecommons.org/licenses/by/4.0/)