

A QUICK GUIDE TO ACCOMMODATIONS

STUDENTS' RESPONSIBILITIES

- | | |
|---|---|
| <ul style="list-style-type: none"> • Make sure you have a valid accommodation letter for each semester <ul style="list-style-type: none"> ➤ Email Accessibility Services to request the renewal of your accommodation letter • Initiate contact with Instructors regarding your accommodation letter as soon as you are granted accommodations <ul style="list-style-type: none"> ➤ Introduce yourself ➤ Determine the best way to communicate (in person, email or phone) ➤ Do not have to discuss the nature of your condition, but you should be prepared to discuss how your Instructor can assist with disability-related issues in the course • Accommodations are not retroactive <ul style="list-style-type: none"> ➤ Plan accordingly and make requests prior to the start of the semester • Coordinate logistics of approved accommodations with Instructor • Note takers/interpreters: if applicable, discuss the logistics of this with your Instructor Volunteer Student Note-Taker | <ul style="list-style-type: none"> ➤ When utilizing testing accommodations, please make this request through your Instructor with advance notice • Students using a Reader/Scribe, contact Accessibility Services to coordinate service at least 2 weeks in advance • Secure Assistive Technology (AT), if needed as soon as possible <ul style="list-style-type: none"> ➤ Student is responsible for purchasing AT ➤ For information regarding AT resources, please contact Accessibility Services. • Students needing materials in alternate formats should make request to Accessibility Services 4 weeks before classes begin. • Contact Accessibility Services immediately if you have questions or concerns about your accommodations. |
|---|---|

A QUICK GUIDE TO ACCOMMODATIONS

INSTRUCTORS' RESPONSIBILITIES

- | | |
|---|---|
| <ul style="list-style-type: none"> • Confirm with student and accessibility services that you received student's accommodation letter • Arrange time with student to discuss logistics of approved accommodations <ul style="list-style-type: none"> ➤ Students do not have to discuss the nature of their condition, but should be prepared to discuss how you can assist with disability-related issues in the course • Do not provide any accommodations unless you receive a current accommodation letter • Provide only the approved accommodations • Accommodations are <u>not retroactive</u> | <ul style="list-style-type: none"> • Extra Time - <i>USE only on timed tests/Use in the Testing Center</i> • Contact Accessibility Services immediately if you have questions or concerns about the student's accommodations • Note takers/interpreters: discuss the logistics of this with the student • Include Universal Design (UD) when designing your course <ul style="list-style-type: none"> ➤ Use of supplemental materials, external websites and resources should be accessible to all students ➤ Please contact Accessibility Services if you have any questions ➤ All videos and audio materials should be captioned |
|---|---|

For more information, contact:

State Side:

Accessibility Services

accessibilityservices@umgc.edu

Phone: 240-684-2287 Fax: 240-684-2590

Europe:

Student Affairs

studentaffairs-europe@umgc.edu

Asia:

Student Services

sservices-asia@umgc.edu

AS Engage page provides information about Universal Design, Case Scenarios, and Quick Tips for Faculty. Faculty can also find a wealth of information regarding student accommodations. Please visit AS Engage page:

<https://engage.umuc.edu/community/diversity-and-equity/equity/office-of-accessibility-services/faculty-resources>