



## A QUICK GUIDE TO ACCOMMODATIONS

### STUDENTS' RESPONSIBILITIES

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

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

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