A QUICK GUIDE TO ACCOMMODATIONS

STUDENTS’ RESPONSIBILITIES

• Make sure you have a valid accommodation letter for each semester
  ➢ 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
  ➢ 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
  ➢ 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

➢ 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
  ➢ 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.
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## INSTRUCTORS’ RESPONSIBILITIES

- Confirm with student and accessibility services that you received student’s accommodation letter
- Arrange time with student to discuss logistics of approved accommodations
  - 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 not retroactive

- Extra Time - *USE only on timed tests/Use in the Testing Center*
- 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
  - 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

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**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

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Revised 08/19
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