## 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

For more information, contact:
State Side:  
Accessibility Services  
accessibilityservices@umuc.edu  
Phone: 240-684-2287 Fax: 240-684-2590

Europe:  
Student Affairs  
studentaffairs-europe@umuc.edu

Asia:  
Student Services  
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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