ASC Accommodation Procedures

Instructor Notifications

• In order to provide disability-related accommodations, UNO instructors will be e-mailed an official notification from ASC that indicates the student’s name and assigned accommodations.
• The official notification will not disclose any disability-related information.

Student Responsibilities

Please acknowledge your understanding of these student responsibilities by initialing after each section:

Notification E-mails

• Double check that each instructor received the notification e-mail.
• Notify ASC if notification e-mails are not received 10 days before classes begin.
• Supply ASC with the names of instructors not listed on the class schedule on the first day of class.
• Inform ASC of any classes that are dropped or added after e-mails have been sent.

Student Initials: ______

Using Accommodations

• Meet and/or correspond (for online courses) with each instructor every semester to develop a plan for implementing accommodations.
• Communicate with faculty throughout the semester and make requests for accommodations in a timely manner.
• Keep all e-mails related to accommodations from ASC and instructors.
• After face-to-face conversations, follow up with an e-mail summary for documentation purposes.

Student Initials: ______

Accommodation Support

• Contact the ASC to review accommodations, student responsibilities, and/or matters related to faculty communication.
• Contact the ASC with any concerns about accommodations, denial of accommodations, or other related concerns.

Student Initials: ______

I have read and understand the information contained in this procedures form.

______________________________   ________________   ________________
Signature of Student               NU ID #               Date