



Student Handbook

It is strongly recommended that all students who are registered or considering becoming registered with the Accessibility Services Center (ASC) read this handbook. It includes information on the following topics: how to register as a student with a disability; how to start using your approved accommodations; rights & responsibilities; and important tips to ensure continuation of eligibility and timely implementation of accommodations.

I. ACADEMIC SERVICES

Students are encouraged to meet with ASC staff to begin the accommodation planning process and make arrangements to secure services. Verified students with disabilities are provided with accommodations that may include accommodations such as volunteer note-takers, testing accommodations, interpreters, electronic textbooks, and other accommodations necessary to allow full access to the educational opportunities offered at UNO.

II. HOW TO REGISTER & REQUEST ACCOMMODATIONS

Admitted students who have a disability are encouraged to register with ASC by following the steps listed below. Once eligibility is established and the student completes the registration process, he/she/they may request reasonable accommodations to ensure equal access to University programs and activities.

1. Request Documentation of a Disability

Admitted students should contact their provider or academic institution and request documentation of their disability. Documentation may be faxed directly to ASC at (402) 554-6015 or dropped off to ASC in MBSC 126.

The University of Nebraska's accommodation procedure relies on documentation from appropriate, licensed professionals including educational information such as Individual Education Plan (IEP), 504 plan, Summary of Progress (SOP), or other information about a student's education and accommodation history. See [Documentation Guidelines](#) on the ASC website for information on the University needs in order to make disability and accommodation determinations.

2. Documentation Review

Once documentation is received, ASC staff will review it and either determine it to be complete, or the student will be contacted for additional documentation.

3. Interactive interview

Once documentation is complete, ASC will contact the student to set up an appointment for an interactive interview.

Students must complete all three of these steps to be registered with Accessibility Services Center. When the registration process is complete, the student will receive written notification of their approved accommodations.

III. REQUESTING FIELD EXPERIENCE ACCOMMODATIONS

The University of Nebraska Omaha supports students with disabilities and encourages their full participation in all academic programs, including field placements of all kinds. “Field placements” include any practicum, field experience, clinical practice, internship, training, clinic or work experiences (or similar) conducted for academic credit. In accordance with Section II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, UNO’s Accessibility Services Center is the designated office to work with students with disabilities to provide reasonable accommodation so they may enjoy the same benefits, experiences, and opportunities as persons without disabilities. For more information, see [Protocols for Requests for Reasonable Accommodation in Field Placements](#).

IV. IMPLEMENTING APPROVED ACCOMMODATIONS

1. Notification

A notification e-mail is sent to all instructors through campus e-mail approximately ten business days before each semester begins. Students receive a copy of the e-mail notification through their UNO e-mail account.

If your schedule references “Staff” as the instructor, inform ASC by e-mailing the instructors name and e-mail address to unodisability@unomaha.edu.

2. Make Arrangements with Each Instructor

When a student wishes to implement their accommodations, they should speak with each instructor during the first week of class or as soon as possible after accommodations are approved to make specific plans for their implementation.

Should your accommodations need to be altered or updated, contact ASC immediately to discuss justifications and scenarios for this adjustment. These accommodations will be forwarded after approval and will take effect from that date forward, not retroactively.

3. Communicate Your Concerns

Keep in mind that communication between the student, instructor, and ASC staff is critical to making the accommodation process work. If conflicts occur in implementing accommodations process, students are asked to inform ASC right away.

4. **Test Accommodations**

Test accommodations should be discussed well in advance of the test date. Accommodated exams may be proctored by the instructor, the instructor's designee or by Testing Center staff members.

Exams in the Testing Center should be scheduled at least five (5) business days prior to the date of the exam. Students and faculty are strongly encouraged to review the [Testing Center Guidelines](#).

5. **Make Requests in Advance**

Some accommodations require more time to implement and, therefore, require more advanced notice. This includes sign language interpreters, captioning services, lab assistants and conversion of textbooks to alternate formats. Students with these accommodations are reminded to utilize their priority registration date and to work with the ASC immediately following course registration.

V. **FORMS & GUIDELINES**

Review all [Forms and Guidelines](#) on the ASC website.

VI. **CONFIDENTIALITY AND RELEASE OF INFORMATION**

ASC is committed to protecting the confidentiality of student information. We retain student records in compliance with both state and federal law, including the Family Education Rights and Privacy Act (FERPA).

A student who needs a copy of records or would like to transfer records to another university must sign a release of information form at ASC.

VII. **RIGHTS AND RESPONSIBILITIES**

The University of Nebraska Omaha is committed to providing equal access to all activities for students, staff, faculty, and visitors. Listed below is a general outline of the responsibilities of the Accessibility Services Center, students, faculty, and the institution.

Accessibility Services Center Responsibilities

- Provide information and services so that students with disabilities may participate in all of the programs, services, and activities of the institution.
- Provide services in a timely fashion.
- Review documentation of a disability and engage in an interactive process with the student to determine eligibility for appropriate accommodations.

- Keep disability-related information confidential, discussing it only with those who have an educational right to know.
- Consult with university administration, faculty, and staff on the provision of services, accommodations, and access as required under current federal and state law.
- Advocate responsibly for the rights of persons with disabilities in the UNO community.

Student Responsibilities

- Voluntarily identify disability-related needs to ASC.
- Provide current and complete documentation of disability to ASC.
- Formally request needed accommodations and services in a timely manner.
- Notify ASC of any changes or concerns in needed services or accommodations.
- Abide by the [Student Code of Conduct](#) set by the university.
- Attend class and maintain the academic standards set by the university, the college, and the department.
- Use services responsibly and treat service providers and faculty with respect and courtesy.
- Abide by the policies and procedures of ASC as defined on the ASC website.

Instructor Responsibilities

- Include a statement in your syllabus informing students about reasonable accommodations.
- Refer students to ASC to complete the disability documentation and determine appropriate accommodations.
- Provide reasonable accommodations as determined by ASC.
- Provide instruction to all students in an accessible environment.
- Remember all disability-related information is confidential.
- Discuss all student-related information directly with the student.

Institutional Responsibilities

- Provide a campus in which educational, cultural, and extracurricular activities are physically and programmatically accessible.
- Create policies that encourage the inclusion of persons with disabilities in all programs and activities.
- Provide a process so students with disabilities may address their grievances with the institution and the office(s) that provide services.

VIII. PERSONAL AND HEALTH CARE

- Fully accredited health care is available on campus through Nebraska Medicine. The clinic is located on the first floor of H&K. Medical practitioners are available throughout the year.
- Mental health professionals are available at the [UNO Counseling and Psychological Services \(CAPS\)](#) in H&K 102. CAPS provides short-term, personal counseling during regular business hours throughout the year as well as after-hours crisis intervention.
- Students who require personal attendant care are responsible for arranging these services. Students eligible for Medicaid should contact the Nebraska Health and Human Services System at (402) 595-3250 to inquire about securing attendant care. Students who are not eligible for Medicaid can receive assistance from the League of Human Dignity, (402) 595-1256.

IX. CAMPUS RECREATION

[Campus Recreation](#) welcomes students with all abilities to participate in fitness and recreational sport activities. Students can participate in all recreation programs and activity areas, including credit/non-credit classes, fitness classes, personal training, intramural sports, outdoor recreation, and injury prevention. To inquire about the availability of accommodations for special needs, visit Campus Recreation in H&K 100 or call (402) 554-2539.

X. ASSISTIVE TECHNOLOGY

Recording devices and alternative material such as e-textbooks are available through ASC to students with disabilities who qualify for these accommodations. Contact ASC for more information on assistive technology.

XI. ADVOCACY

ASC staff assists students in negotiating disability-related barriers and strives to improve access to University programs, activities, and facilities. Students who wish to voice concerns or discuss university access, policies and procedures are encouraged to contact the ASC Interim Director, Becky Jacobs, at rjacobs@unomaha.edu or (402) 554-2872 or the ADA/504 Compliance Officer, Charlotte Russell, at crussell@unomaha.edu or (402) 554-3490.

In addition, Network for Disability Awareness (NDA) is an agency of student government devoted to issues concerning students with disabilities. More information can be found through [UNO Student Involvement](#) in MBSC 112, 402-554-2711.

Discrimination Policy

Procedures are in place for those who believe they have been discriminated against within the university's [Non-Discrimination Policy](#). More information can be found on the [UNO Office of Equity, Access & Diversity \(EAD\)](#) website.

Ombudsperson Program

The purpose of Ombuds Services is to assist UNO students, faculty, and staff members with informal conflict resolution and problem-solving, navigating difficult situations, and advocacy for fair processes and fair treatment. Anyone — students, faculty, administrators, or staff members — may request the service. For more information, please see <https://www.unomaha.edu/ombuds-services/index.php>.

XII. EMERGENCY PROCEDURES

Students who may need assistance with emergency evacuation procedures are strongly encouraged to make advance plans and arrangements, with support of ASC staff, to increase the likelihood of safety during an emergency. Since elevators may be dangerous or inoperable during an emergency, planning ahead and knowing [evacuation assembly points](#) is critical to those with mobility impairments.

A full explanation of emergency procedures for people with disabilities is available on the [Environmental Health and Safety](#) website. Students with disabilities should review the procedures for emergencies each semester as they are different for the various buildings on campus. All students and faculty are also advised to become aware of the [Medical Emergency procedures](#) listed on the site.

Accessibility Services Center (ASC)

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