



# ACCESSIBILITY SERVICES CENTER

UNO Office  
HK 104

UNMC Office  
SLC 2031

402-554-2872 phone | 402-554-6015 fax  
unoaccessibility@unomaha.edu

## UNO ACCOMMODATION PROCEDURES

Please contact ASC if you need assistance in completing this form.

### INSTRUCTOR NOTIFICATIONS

In order to provide disability-related accommodations, your UNO instructors will receive an official notification email from the Accessibility Services Center. The notification will indicate your name, NU ID, and your accommodation plan. The notification email will not disclose any information about your disability or impairment.

### STUDENT RESPONSIBILITIES

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

#### Notification Emails

- Confirm with each instructor that they received the notification email.
- Contact ASC if you have not received your notification email ten days prior to classes beginning.
- Supply ASC with the names of instructors not listed on the class schedule.
- Inform ASC if you drop or add classes after the notification email was sent.

Student Initials: \_\_\_\_\_

#### Using Accommodations

- Meet and/or correspond with each instructor every semester to develop a plan for implementing your accommodations.
- Communicate with instructors throughout the semester, and make requests for accommodations in a timely manner.
- Keep all emails related to accommodations from ASC and from instructors.
- After face-to-face conversations, follow up with an email summary for documentation purposes.

Student Initials: \_\_\_\_\_

#### Accommodation Support

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

Student Initials: \_\_\_\_\_

My signature below indicates that I have read, understood, and will abide by all the terms and conditions of this policy and procedure document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_