



# UNIVERSITY OF NEBRASKA AT OMAHA DISABILITY SERVICES

6001 Dodge Street • MBSC 111 • Omaha, NE 68182 • Phone (402) 554-2872 • Fax (402) 554-6015 • unodisability@unomaha.edu

## Student Handbook

It is strongly recommended that all students who are registered or considering becoming registered with Disability Services 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 Disability Services Staff to begin the accommodation planning process and make arrangements to secure services. Verified students with disabilities are provided with accommodations that may include volunteer notetakers, testing accommodations, interpreters, electronic textbooks, and other accommodations necessary to allow full access to the educational opportunities offered at UNO.

### II. ADMISSION TO UNO

If a prospective student has been denied admission or thinks they may be denied admission because a disability has interfered with meeting UNO's freshmen or transfer undergraduate admission requirements, he or she should request additional consideration as described in the Consideration for Admission on the Basis of Disability Procedure below.

#### A. Consideration for Undergraduate Admission on the Basis of Disability Procedure

The University of Nebraska at Omaha (UNO) is committed to providing reasonable accommodation to qualified individuals with disabilities. Prospective students with disabilities are considered for admission on the same basis as all other applicants and must meet the same academic standards.

In a case involving an applicant with a disability, if the student believes that a disability impacted his/her ability to successfully meet certain admission requirements, the following steps are recommended for full consideration of the applicant.

If you have not already done so, submit the online Application for Admission along with all required credentials.

A letter should be written by the applicant and submitted to the UNO Director of Undergraduate Admissions, 6001 Dodge Street, Omaha, NE 68182. This letter must explain why the applicant believes that their academic record does not accurately reflect her/his ability to do college work, a list of any accommodations and support services that the applicant was provided in high school or other educational environment, and why the applicant believes that he/she can be successful at UNO. If possible, please include the applicant's educational plans for a major and vocational plans after college.

Submit formal diagnostic information to the UNO Disability Services Office. The evaluation should reflect the current impact of the disability. The Coordinator will review the information and submit a report of the findings to the Director of Admissions. Submit formal diagnostic information to UNO Disability Services Coordinator, 6001 Dodge Street, Omaha, NE 68182 or send to fax number (402) 554-6015.

Any other information that the applicant believes would be important in the decision making process should be included in the letter to the UNO Director of Undergraduate Admissions.

Questions about the documentation of a disability should be directed to the Disability Services Coordinator at phone number (402) 554-2872. The student will be notified within four weeks by the Director of Admissions regarding the admission decision.

### **III. HOW TO REGISTER & REQUEST ACCOMMODATIONS**

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

#### **1. Schedule a Meeting with Us**

Call the office at 402-554-2872 or email a meeting request to [unodisability@unomaha.edu](mailto:unodisability@unomaha.edu).

#### **2. Request Documentation of a Disability**

UNO has established documentation guidelines ([link to PDF](#)) to describe what information the University needs in order to make disability and accommodation determinations.

Submit Disability Services Intake Form online. [Click here](#) to fill out the MavSYNC form. Documentation can be emailed, faxed, or attached to this online document.

### 3. Accommodation Approval

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

## IV. REQUESTING FIELD EXPERIENCE ACCOMMODATIONS

The University of Nebraska at Omaha (UNO) 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 Disabilities Services Office 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. Click [HERE](#) to view the UNO Protocols for Request PDF.

## V. 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 the ODS the instructors name and email address to [unodisability@unomaha.edu](mailto:unodisability@unomaha.edu).

### 2. Make Arrangements with Each Instructor

Students should speak with each instructor during the first week of class or as soon as possible after accommodations are approved to discuss accommodations in their course and make specific plans for their implementation.

Should your accommodations need to be altered or updated contact the Office of Disability Services be prepared 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.

### 4. Communicate Your Concerns

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

## 5. 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.

Students with test accommodations are strongly encouraged to review and be familiar with the Testing Center Guidelines (PDF Link to TC Guidelines) and be sure to make appointments at the Testing Center at least three to five days in advance.

## 6. 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 ODS immediately following course registration.

## **VI. FORMS & GUIDELINES**

The following forms and guidelines are available on the Disability Services website:  
<http://www>.

## **VII. CONFIDENTIALITY AND RELEASE OF INFORMATION**

The ODS 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), Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Should you need a copy of your records or need to transfer them to another university complete the following (Link or release of information form).

## **VIII. RIGHTS AND RESPONSIBILITIES**

The University of committed to provide equal access to all activities for students, staff, faculty, and visitors. Listed below is a general outline of the responsibilities of the Office of Disability Services, students, faculty and the institution.

### **Office of Disability Services (ODS) 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 for eligibility and determine on behalf of the institution what types of accommodations are appropriate.
- 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.

### **Student Responsibilities**

- Voluntarily identify disability-related needs to the Office of Disability Services Staff.
- Provide current and complete documentation of disability to the ODS.
- Formally request needed accommodations and services in a timely manner.
- Notify the ODS 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 of the ODS as defined on the Disability Services website.

### **Instructor Responsibilities**

- Include a statement in your syllabus informing students about reasonable accommodations.
- Refer students to the ODS to complete the disability documentation and determine appropriate accommodations.
- Provide reasonable accommodations as determined by the ODS.
- Provide instruction to students to all students includes students with disabilities in a fully 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.

## **IX. PERSONAL AND HEALTH CARE**

Fully accredited health care is available on campus through Health Services. The Health Services office is located on the first floor of HPER. Physicians and registered nurses are available throughout the year.

Mental health professionals are available at the UNO Counseling Center in HPER 102 during regular business hours. Services provided by the UNO Counseling Center include academic counseling, career counseling, and short-term personal counseling. The Center is staffed by Licensed Mental Health Practitioners and Graduate Assistants.

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, (402) 595-3250. Students who are not eligible for Medicaid can receive assistance in securing attendant care from the League of Human Dignity, (402) 595-1256.

## **X. 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 the Campus Recreation office in HPER 100 or contact our office at (402) 554-2872.

## **XI. ASSISTIVE TECHNOLOGY**

Assistive hardware, software, and alternative material are available to students with disabilities who qualify for those accommodations. Contact the Office of Disability Services to request assistive technology.

## **XII. ADVOCACY**

The Office of Disability Services staff assists students in negotiating disability-related barriers and strive 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 ODS Director, Meribeth Jackson at [mjackson@unomaha.edu](mailto:mjackson@unomaha.edu), (402) 554-2872 or the ADA/504 Compliance Officer, Charlotte Russell at [crussell@unomaha.edu](mailto:crussell@unomaha.edu), (402) 554-3490.

In addition, an agency of student government is devoted to issues concerning students with disabilities, Network for Disability Awareness, (402) 554-2368. Their office is located on the first floor of the Milo Bail Student Center.

### **A. Discrimination Policy**

Procedures are in place for those who believe they have been discriminated against within the university's prohibited discrimination policy. Please review the prohibited discrimination procedures at <http://www.unomaha.edu/discrimination.php>.

### **B. OMBUDSPERSON PROGRAM**

The Ombudsperson Program was established at UNO in the fall of 1970. The purpose of the office is to receive and investigate complaints. Anyone – students, faculty, administrators, or staff members – may request the service. The role of the Ombudsperson is to look at the conditions that have caused one to lodge a complaint and assist in the resolution of that complaint. For more information, please see <http://www.unomaha.edu/ombuds.php>.

## **XII. EMERGENCY PROCEDURES**

All students, including those with a disability, must accept personal responsibility for getting out of a building during an emergency. Even though emergency personnel are usually available to assist with a building evacuation, this may not always be the case. Students are strongly encouraged to make alternative plans and arrangements in advance of an emergency to increase the likelihood of a safe exit during an emergency. Since elevators may be dangerous during an emergency, planning ahead is even more 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 at <http://www.unomaha.edu/ehs/emergencies.php>. Students with disabilities should review the procedures for fires, tornados and maintenance emergencies each semester as they are different for the various buildings on campus. All students and faculty are advised to become aware of the medical emergency procedures listed on the site.

Responsibilities of persons with a disability:

- A. Identify in advance and be familiar with at least two exit routes from every area and building in which you live, work or attend class.
- B. Identify in advance possible volunteers such as classmates, faculty or co-workers who are willing and able to assist you to evacuate. Make specific arrangements for their assistance.
- C. Know the safest method people could use to assist you. Know how many people you need to provide you that assistance.
- D. If you use a wheelchair, be prepared to explain how and where persons should support you. Practice instructions beforehand. If you have difficulty being understood, develop a card containing all appropriate instructions and carry it with you.
- E. Carry a loud whistle or similar device you can operate, for use in the event you become trapped.
- F. If you are unable to exit a building, arrange for others to inform Public Safety or other emergency response personnel of your location.

If you have any problems with this contact our office at [unodisability@unomaha.edu](mailto:unodisability@unomaha.edu) or (402)-639-8368.

For more information, Please Contact:

Office of Disability Services  
University of Nebraska at Omaha  
Milo Bail Student Center, Room 111  
6001 Dodge Street  
Omaha, NE 68182

Phone: (402) 554-2872  
Fax: (402) 554-6015  
E-mail: [unodisability@unomaha.edu](mailto:unodisability@unomaha.edu)

