

CEADR

Checklist

Before Registration

Getting Started

- Visit your college/university's website. Within the website, search for the "accessibility or disability department's" webpage.
- After locating the accessibility department's webpage, read the registration and accommodation request process.
- An online application and supporting documentation is typically required (If an online application is not available, contact the department via email, telephone, or in person for clarity).
- After submission of your application and supporting documentation, you will likely need to schedule a brief accessibility meeting with the department staff to discuss your request for accommodations.

Accessibility Meeting

During the accessibility meeting, ask the following types of questions:

- How should I notify my faculty of my accommodations?
- How should I notify my faculty of my intention to utilize testing accommodations?
- Will I need to complete this process each semester?
- Which accommodations have I been approved to use?

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After Registration

Faculty

After the registration process has been completed with the Accessibility or Disability Office, students are responsible for communicating with their faculty members at the start of each semester:

- Visit your faculty during their office hours within the first 2 weeks of the semester.
- Discuss the accommodations that have been approved by the Accessibility Department and the accommodations that you intend to use.
- Understand you are NOT required to disclose your disability to faculty - however, you may do so at your discretion.

Remember

Throughout the semester, consider the following:

- Contact your Accessibility Department any time during the semester if you have questions, comments, or concerns.
- Notify your Accessibility Department if you have an issue with a faculty member regarding your accommodation needs.
- Update the Accessibility Department if your condition or disability changes and/or you need to make additional requests for accommodations.
- Understand that you may appeal a denied request for accommodation by following the appeals process outlined by the Accessibility Department.