



The freshman/sophomore UW campuses

**UNIVERSITY OF WISCONSIN COLLEGES
STUDENT ACCESSIBILITY SERVICES**

**ACADEMIC SUPPORT SERVICES HANDBOOK FOR
STUDENTS WITH APPROVED ACCOMMODATION
PLANS**

TABLE OF CONTENTS

Implementing Approved Accommodation Services – 3

Instructional Accommodations

Priority Registration - 3

Notetaking Services - 4

Recorded Lectures - 4

Sign Language Interpreting and Captioning Services - 4

Alternative Formats for Printed Course Materials - 5

Audio Textbooks - 6

Preferential Seating page - 7

Accessible Classrooms - Location and Furniture - 7

Library Assistance - 8

Laboratory Assistance - 8

Testing Accommodations

Extended Time - 8

Reader - 8

Scribe - 9

Calculator/Fact Sheet Access - 9

Implementing Approved Accommodation Services

1. Schedule an appointment with the Campus Contact for Student Accessibility Services, who is located in the Student Services office, prior to the start of the semester to discuss how to implement recommended accommodation services as listed on the Individualized Accommodation Plan.
2. Contact instructors for each course prior to the start of the semester in order to discuss the accommodation service(s) to be used for that class. Students needing assistance with contacting instructors should notify the Campus Contact for Student Accessibility Services or the Director of Student Accessibility Services.
3. Notify the Campus Contact for Student Accessibility Services immediately if there is a scheduling or course registration change. Failure to do this could affect timely provision of needed accommodation services.

If you have any questions or concerns regarding accommodation services, please contact Brian Schultz, Director of Student Accessibility Services, at:

**Brian Schultz, Director
Student Accessibility Services
UW Colleges
780 Regent St, Suite 130
Madison, WI 53715-2635**

**brian.schultz@uwc.edu
Voice (608)262-2001
Toll-free 1-888-463-6892
FAX (608) 265-6784
TTY (608) 265-5766**

Instructional Accommodations

Priority Registration

- Students who are approved for PRIORITY REGISTRATION need to register for their courses as early as possible. Students should meet with their advisor to plan their course schedule and to determine the earliest registration date.
- The following accommodation services take longer to arrange and often qualify a student for PRIORITY REGISTRATION:

Sign Language Interpreting
C-Print or CART Captioning
Course materials needing to be converted to an alternative format i.e.
Braille, audio textbooks, e-texts, enlarged print, etc.

- If a student chooses not to use any of the above mentioned services as recommended on an approved Individualized Accommodation Plan, the student will no longer be eligible for PRIORITY REGISTRATION.

Notetaking Services

- Students must attend classes in order to receive Notetaking Services. Notetaking Services are NOT designed to take the place of the student being present in the classroom.
- Students should meet with the Campus Contact for Student Accessibility Services to discuss how Notetaking Services are implemented at that campus.
- Problems related to Notetaking Services should be reported as soon as possible to either the instructor or the Campus Contact so they can be quickly resolved.

Recorded Lectures

- Students using this accommodation service need to discuss recording of lectures with instructors ahead of time. Students are responsible for providing their own recording equipment.

Sign Language Interpreting and Captioning Services

- In order to arrange for these services, students should meet with the Campus Contact for Student Accessibility Services and notify the Director of Student Accessibility Services at least two months in advance of the start of the semester.
- The Director of Student Accessibility Services will contract with free-lance sign language interpreters and captionists, or with agencies that provide these services. Because sign language interpreters and captionists need to know the student's exact schedule prior to committing to a contract for that semester, students should use their PRIORITY REGISTRATION accommodation service.
- The student and interpreter/captionist should meet with each instructor prior to the start of the first class to discuss his/her role in the communication process.

UW-Colleges Attendance Policy for Students Using Sign Language Interpreting and Captioning Services:

- If the student will NOT be attending a class, it is the student's responsibility to notify the sign language interpreter/captionist, or the Student Accessibility Services office at least 24 hours ahead of time.

- Abuse of this service happens when students have two or more no-show/no-call absences in one semester.
- If there are 2 no-show/no-call absences in a semester, the interpreter/captionist will be told to not return to those classes until the student has contacted the Student Accessibility Services office to arrange a meeting to discuss the situation. A decision will then be made by the Director of Student Accessibility Services regarding whether or not to resume interpreting/captioning services for the student.
- If there are 3 no-show/no-call absences in a semester, the interpreter/captionist services will be cancelled for all remaining classes of the semester. It is the student's responsibility to contact the Student Accessibility Services office to arrange a meeting to discuss the possibility of reinstating services. After this meeting, services may or may not be reinstated per the authorization of the Director of Student Accessibility Services and the availability of captionists or sign language interpreters. If services are denied and the student would still like them reinstated, the student should contact the Director of Student Accessibility Services in writing to appeal this decision.

Who to Contact to Cancel Interpreting/Captioning Services at least 24 hrs prior to when the interpreter/captionist is scheduled:

- Campus Contact for Student Accessibility Services in the Student Services office
- Director of Student Accessibility Services, Brian Schultz (608) 262-2001
TTY (608) 265-5766 or Email: brian.schultz@uwc.edu
- Interpreter/captionist

Alternative Formats for Printed Course Materials

- Alternative formats for printed course materials must be requested in writing by students who have been pre-approved by the Director of Student Accessibility Services for this accommodation service.
- Students are required to purchase all textbooks that they request to have in an alternative format
- Students need to use the Alternative Text Request Form for all alternative formats of textbooks. The Alternative Text Request Form should be submitted to the Director of Student Accessibility Services for processing.

Audio Textbooks

- Audio textbook request instructions and forms are sent to the student when the student has been approved for this accommodation service. Students may also obtain these instructions and forms from the Campus Contact for Student Accessibility Services. Students are advised to submit all audio textbook request forms at least eight weeks prior to the start of the semester. This will facilitate having the audio textbooks available when needed. Students are responsible for requesting audio texts in a timely manner. PRIORITY REGISTRATION should be used with this accommodation.
- Students are required to purchase all textbooks for which they are requesting audio and electronic textbooks unless they are using campus textbook rental.
- After first carefully examining a purchased textbook, students need to then decide whether or not they truly need it in an audio format. Textbooks which mostly contain pictures, charts, graphs or advanced math will likely not be of benefit in an audio format.
- Students are encouraged to obtain Individual Memberships to Learning Ally, www.learningally.org and or to www.bookshare.org in order to independently order audio textbooks in either a downloadable format or as a digital CD. For assistance with applying for Individual Memberships to either of these organizations, please see the Campus Contact for Student Accessibility Services, or contact the Director of Student Accessibility Services at: (608) 262-2001.
- Students who do not wish to obtain an Individual Membership to Learning Ally or Bookshare may order electronic and audio textbooks through the Student Accessibility Services office. If electronic or audio textbooks are not available through Learning Ally or Bookshare and not available electronically from publishers, they will be recorded by the UW Colleges Student Accessibility Services office in a digital CD format, or transcribed to an eText format. Students are required to submit a course syllabus for every requested textbook in an alternative format. All efforts will be made to provide alternative textbooks per the syllabus schedule.
- All audio textbook CDs loaned by the Student Accessibility Services office to a student need to be promptly returned at the end of each semester to the Campus Contact for Student Accessibility Services. Audio textbook requests for the following semester will not be processed until the student has returned all audio textbooks loaned to them during the previous semester. Failure to return loaned audio textbooks could also result in a hold being placed on academic records and or discontinuation of eligibility for this service.
- Audio textbooks provided through UW Colleges' Institutional Membership to Learning Ally will be in a CD format.

Learning Ally CDs - Students will need to purchase a specialized CD player directly from Learning Ally in order to hear any Learning Ally CDs. Students can go to the Learning Ally website at: www.learningally.org to find out how to purchase the necessary play-back equipment. Learning Ally CDs cannot be played on a regular CD player or on a computer.

Learning Ally AudioAccess – If the textbook is available as an electronic download, students will need to have their own laptop computer, or an MP3 player that has Windows Media Audio (WMA-DRM) with a bit rate of 32 kbps. Students need to use their Individual Membership to Learning Ally in order to download AudioAccess electronic textbooks.

Instructions for Obtaining and Returning Audio Textbooks:

- Submit the following to the Director of Student Accessibility Services:

Student Audio Textbook Loan Agreement Form – Audio textbook request(s) will not be processed without the student's signature on this form.

Alternative Textbook Request Form – Complete information i.e. whole title, ISBN number, edition, author, etc. for each text book needs to be written on the request form. If any information is missing, the student's request will NOT be processed until all requested textbook information is submitted. This includes indicating the play back equipment to be used and format preference for each book.

- All audio textbook CDs recorded by the Student Accessibility Services office will be sent to the Campus Contact for Student Accessibility Services. Students will be notified when the audio textbooks are available and can be picked up at the student services office.

Preferential Seating

- Students should arrive to classes early to secure appropriate seating. If preferred seating is not available, students should speak with their instructors regarding seating needs.

Accessible Classrooms, Location and Furniture

- Prior to the start of the semester, students should view their classrooms to observe the existing furniture and room layout. If adjustments need to be made i.e. raised table, extra seating for an interpreter or personal assistant, etc., the student should notify the instructor and Campus Contact for Student Accessibility Services.
- Should the classroom be deemed not accessible for the student, the student should speak with the Campus Contact for Student Accessibility Services to discuss having the course location changed to a site that is accessible.

Library Assistance

- Students needing assistance with reaching or transporting books and documents, using the computerized card catalog, photocopier, microfiche and microfilm machines, and help reading small print reference books, should request to have Library Assistance included on their Individualized Accommodation Plan. If approved, students should speak with the Campus Contact for Student Accessibility Services and library staff for assistance with implementing this accommodation service. This accommodation service does not mean that library staff will do the actual research work for the student.

Laboratory Assistance

Students need to make accommodation requests for lab assistance prior to the start of classes, and no later than the third week of the semester. Students should meet with the Campus Contact for Student Accessibility Services and the instructor to discuss arranging for this accommodation service.

Testing Accommodations

Students should look at the course syllabus at the beginning of the semester to identify all scheduled quiz and exam dates. Students should then meet with each instructor and the Campus Contact for Student Accessibility Services to schedule Testing Accommodations accordingly. It is the student's responsibility to make Testing Accommodation arrangements in a timely manner – no later than one week prior to each scheduled test or quiz.

Extended Time (time and one half) and Testing Area with Minimal Distraction

- Separate testing areas are to be pre-arranged so that the student has minimal sound and visual distractions while taking an examination or quiz.
- If a student finds that time and one half is not sufficient time to complete testing, he/she should contact the Campus Contact for Student Accessibility Services and request a revision of their Individualized Accommodation Plan.

Reader

- Readers will read exactly what is written on the test or quiz. A reader is NOT allowed to clarify questions on a test or quiz. If a student needs clarification of a test or quiz question, the student needs to contact the instructor.

- In lieu of having a reader, the student should be provided with a pre-recorded copy of the test or quiz, or have the test scanned into a computer with screen reading voice output capabilities.

Scribe

- Scribes will be scheduled at least one week in advance of the test or quiz date. Scribes will write word for word what the student dictates for test/quiz answers. Scribes are not allowed to edit the quiz or exam answers in any way. Scribes are not allowed to clarify wording of exam questions. All exam question clarifications are to be done by the instructor.
- In lieu of using a scribe, a student should be allowed to record his/her responses for exam and quiz questions, or have access to adaptive software that will print the student's verbal responses to quiz and test questions.

Calculator/Fact Sheet Access

Documentation from an LD specialist, psychologist or a neuropsychologist indicating the standardized testing used, including standard scores and percentiles, must be on file with the Student Accessibility Services office. The documentation needs to clearly state that the student has a math-related disability before this accommodation service will be recommended.

- Student and instructor should meet at the beginning of the semester to agree upon which type of calculator is appropriate for a particular course quiz or examination i.e. 6-function calculator or scientific/graphing calculator, etc.
- With testing related to percentages and square roots, a fact sheet might be more appropriate than use of a calculator as an accommodation. If a fact sheet is utilized, the instructor will give the final approval of the content for the fact sheet to be used during testing.