

REGISTERING FOR ACCOMMODATIONS WITH ODS

To register for disability-related accommodations with the Office of Disability Services (ODS), you must first submit appropriate documentation of your disability and meet with a staff member to discuss your needs. Subsequent to this, to request that Accommodation Agreements be prepared with your name, your instructors' names, and the accommodations for which you qualify for each semester, you must submit the information on this sheet to ODS **two weeks prior to the beginning of classes**.

Do not submit forms with information missing--Agreements cannot be prepared without all of the requested data. If instructors' names are not listed in the bulletin, you may call the departments offering the courses (department phone numbers are listed in the front of the bulletin) and ask. It would be wise to have course and section numbers ready before calling. Some departments do not list instructors until shortly before classes begin; others may have complete schedules months in advance. Hearing impaired students may use the LA relay or the UNO relay (504-280-6000) to contact departments.

To have Agreements ready to be signed by instructors before classes begin, submit the form two weeks before the start of the semester. If information (such as the instructor's name) is unavailable for a class, do not list it on that form at all. Later, submit a second form for the "missed" class, with all needed information. Any schedule changes you may have made may be noted on this second form. By the end of the first week of classes, you should have all instructors' names and be fairly sure of your schedule. **Do not list any class twice. Do not submit more than two forms, unless you have an unexpected schedule change. If possible, submit only one.**

Requests received after the beginning of the semester, will be processed within 2 weeks of the date they are received by ODS. You are not guaranteed accommodations by ODS in any facility until a signed Student Accommodation Agreement (SAA) is on file with ODS.

Follow this model to complete class information on the form on the reverse of this sheet. **(Building and room numbers are only needed for students requesting placement of tables and chairs in classrooms or for students requesting interpreting services.)**

DEPT.	COURSE	SECTION	INSTRUCTOR'S INITIAL & LAST NAME		LOCATION
ENGL		1154 009	D.	Weinbrau	LA 334
MATH		1296 701	F.	McDouglas	MATH 201

Be sure to both print your name clearly and sign where indicated, and to list your student identification number at the bottom of the form. ***Remember, you are responsible for picking up the Agreement, discussing it with your instructor, and getting it signed and submitted to ODS before any Accommodative Testing Forms (ATF=s) are submitted.***

ODS ACCOMMODATION AGREEMENT REQUEST

Before completing this form, please read all instructions.

I would like the ODS office to prepare Accommodation Agreements in my name and those of the following instructors for the _____ semester.
Fall, Spring or Summer **Year**

DEPT. _____ COURSE _____ SECTION _____ INSTRUCTOR'S INITIAL & LAST NAME _____ LOCATION _____

I understand the Agreements and a list of accommodation definitions will be ready for me to pick up within two weeks of the date this form is submitted. Submitting signed Agreements to ODS before requesting accommodative testing (which must be done a minimum of 1 week before the test date) is fully my responsibility.

Signed: _____ Date: ____/____/____

Student I.D. Number: _____

(Print name): _____

ODS Staff Use Only:

Rec'd by: _____ Date: ____/____/____
Prepared by: _____ Date: ____/____/____
Placed for pickup: _____ Date: ____/____/____