Generating Course Accessibility Letters
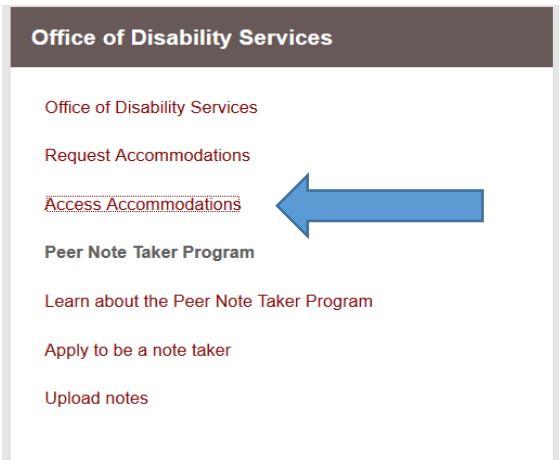
1. Log in to ULINK

2. Go to *Academics Tab* ➔ *Office of Disability Services* ➔ *Access Accommodations*

Office of Disability Services

Office of Disability Services

Request Accommodations

Access Accommodations

Peer Note Taker Program

Learn about the Peer Note Taker Program

Apply to be a note taker

Upload notes

3. **Your dashboard may notify you of e-agreements that you need to sign.** Please review these documents and acknowledge them using the prompts on the screen.

4. **You should now see a list of your enrolled courses.** If you do not see one or more of your courses, please contact ODS.

Back to My Profile

SMS (Text Messaging)

Status: **In-Active**

Update Preference

⹒ Home
> My Dashboard
> My Profile
> SMS (Text Messaging)
> Equipment Checked Out
> Additional Accommodation Request
> My Mailbox (Sent E-Mails)

⹒ My Accommodations
> My Eligibility
> List Accommodations
> Alternative Testing
> Notetaking Services
> My E-Form Agreements

Any questions or concerns?

⚠ **IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Your To Do List:

  No Accommodation Requests Found

  You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Disability Services.

2. Your courses might not display below if you are part of the course waiting list.

3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.

4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

☐ **Summer 2019** - ENGL 352.001 - ENGLISH GRAMMAR AND USAGE (CRN: 60559)

☐ **Summer 2019** - HIST 222.001 - THE UNITED STATES SINCE 1877 (CRN: 60648)

☐ **Summer 2019** - PSYC 311.001 - CHILD PSYCHOLOGY (CRN: 60149)

5. **Select each course** in which you are requesting accommodations. Then, click the button *"Step 2 – Continue to Customize Your Accommodations"*
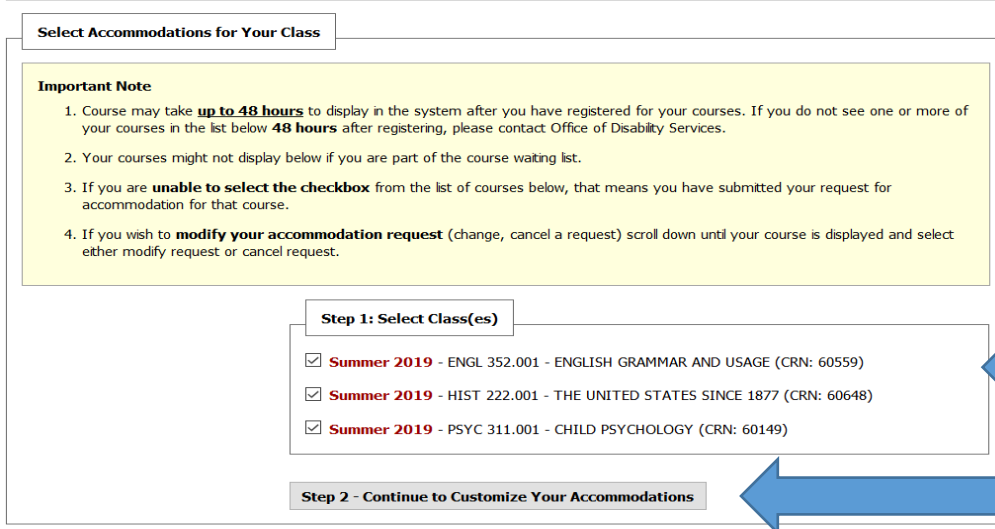
Select Accommodations for Your Class

Important Note

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2. Your courses might not display below if you are part of the course waiting list.

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Step 2 - Continue to Customize Your Accommodations

6. **For each course, select all of the accommodations that you are requesting.** This checkbox feature allows you to create customized letters for each course! When finished, click the button *"Submit Your Accommodation Requests."*

PSYC 311.001 - Child Psychology   (CRN: 60149)

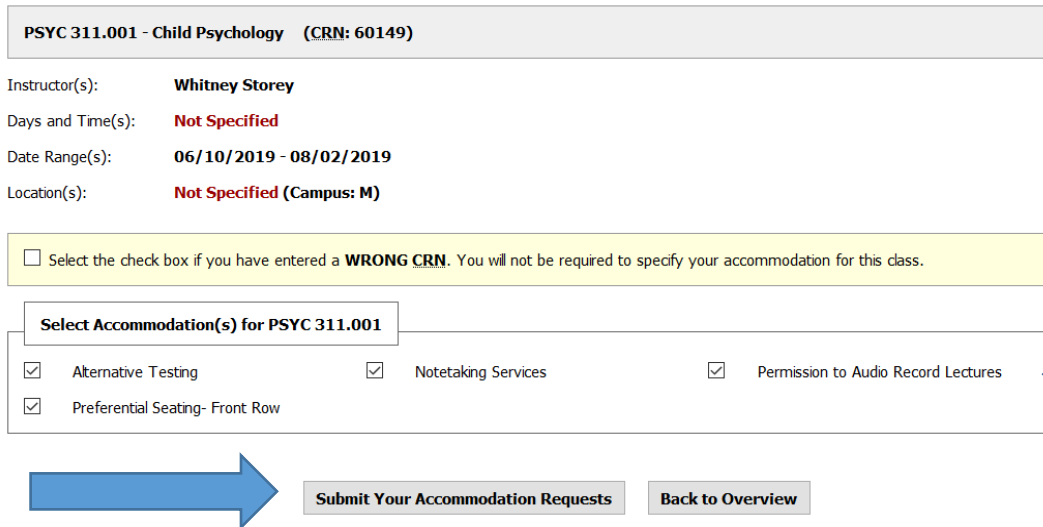|	
Instructor(s):	**Whitney Storey**
Days and Time(s):	**Not Specified**
Date Range(s):	**06/10/2019 - 08/02/2019**
Location(s):	**Not Specified (Campus: M)**

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for PSYC 311.001

☑ Alternative Testing   ☑ Notetaking Services   ☑ Permission to Audio Record Lectures

☑ Preferential Seating- Front Row

Submit Your Accommodation Requests   **Back to Overview**

7. **The letters will be emailed to you and your instructor(s).** You may also choose to download a PDF copy of the letter by selecting the course from the dropdown menu at the top of the page, then selecting "Generate PDF." Downloading a PDF copy is optional.

8. **Now that your letters have been sent, be sure to:** (1) discuss your accommodation requests with the relevant faculty/staff, (2) complete any remaining accommodation procedures, and (3) contact ODS with any questions or concerns.

NOTE:

- If you make any changes to your accommodation selections after the first time you generate an Accommodation Letter, you will not be able to generate the revised letter without approval from ODS. These approvals typically take 5 business day to process.
- You are responsible for logging in as directed above to request your accommodation letters after 24 hours from your meeting.
- If you have not requested your accommodation letter to you professor, they are not required to give you accommodations!
- You are responsible for requesting your letters each semester.
- Accommodations are not retroactive