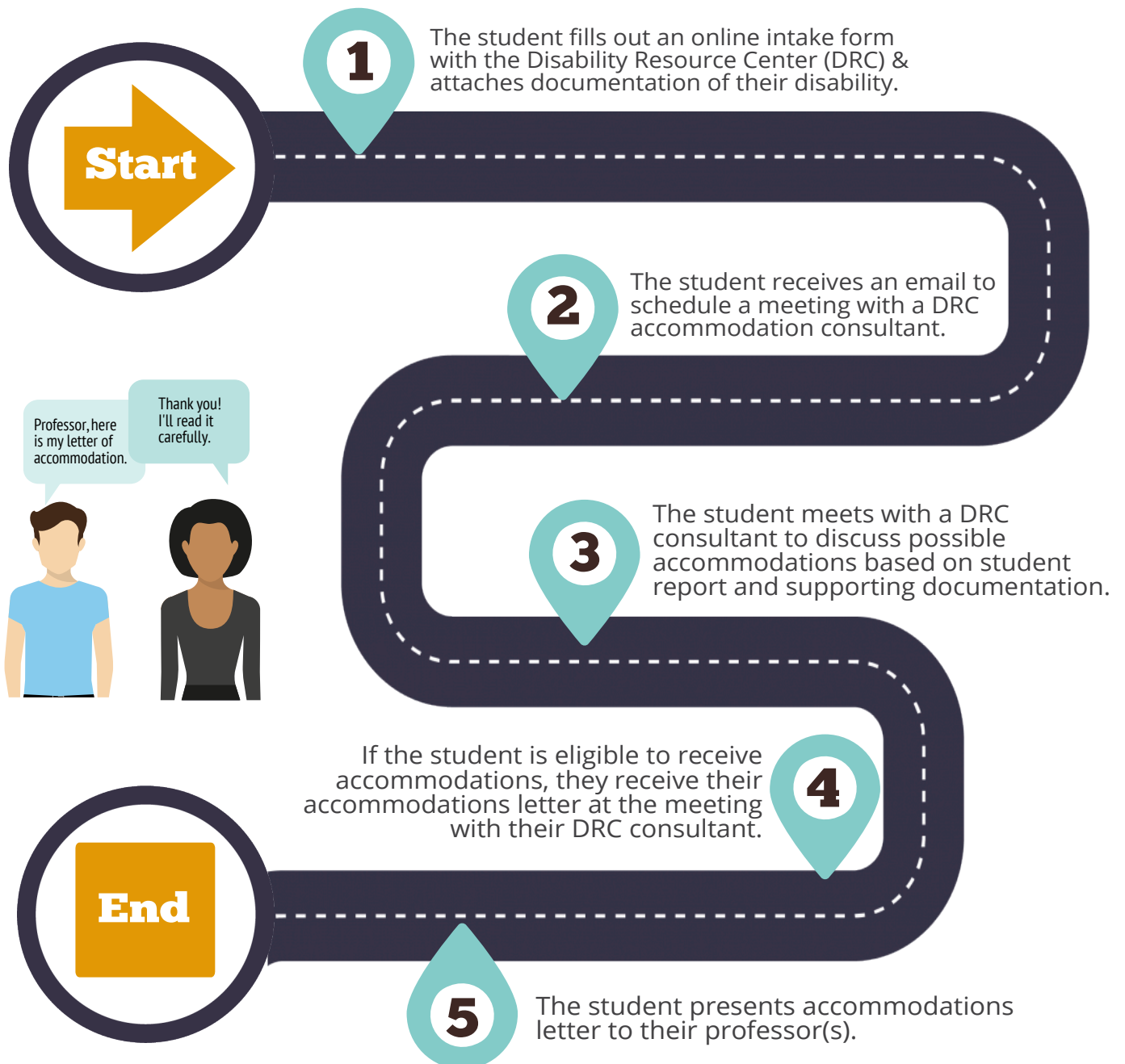


# The ACCOMMODATIONS Process

## How It Works & What You Need to Know



# So, you've received a letter of accommodation . . . now what?

- 1 Carefully read the student's letter of accommodation.
- 2 Consider the materials, activities, assessments and technologies that are used in your course.
- 3 How can you modify your course to remove learning barriers for this student?
- 4 If you need additional assistance, use the chart below to determine who to contact.

What Do You Need Assistance With?	Who to Contact	Contact Info
<b>Making Documents &amp; Slides Accessible</b> <i>(Word, PowerPoint, Google Docs, Google Slides, PDFs)</i>	Jennifer Pusateri, CELT	jennifer.pusateri@uky.edu
<b>Adding &amp; Editing Video Captions</b> <i>(YouTube, Yuja, etc.)</i>	Jennifer Pusateri, CELT	jennifer.pusateri@uky.edu
<b>Testing &amp; Proctoring Exams</b>	Lindsay Jansen, DRC	drctesting1@uky.edu
<b>Alternative Text &amp; Assistive Technology</b> <i>(Braille text, audio text, text-to-speech, etc.)</i>	John Caldora, DRC	john.caldora@uky.edu
<b>Deaf/Hard of Hearing Student Services</b> <i>(Live captioning, ASL interpreter, etc.)</i>	David Beach, DRC	dtbeac1@uky.edu
<b>"Flexibility" Accommodations</b> <i>(Flexible attendance, due dates, assignments, etc.)</i>	DRC Consultant listed on Letter of Accommodation	Consultant email on Letter of Accommodation or <a href="mailto:drc@uky.edu">drc@uky.edu</a>
<b>UK Academic Resources</b> <i>(Academic Coaching, Counseling, Tutoring, etc.)</i>	UK Resources Directory	<a href="http://bit.ly/HelpUKY">http://bit.ly/HelpUKY</a>
<b>Questions Regarding Letter of Accommodation</b>	DRC Consultant listed on Letter of Accommodation	Consultant email on Letter of Accommodation or <a href="mailto:drc@uky.edu">drc@uky.edu</a>