


Faculty Notification Letters

Overview


Students are now responsible for sending information regarding approved accommodations to their professors. Email notifications around accommodations will no longer be sent by WCL Disability Support. Students must complete this process in order for their accommodations to be applied to their courses.

- Log in to the ASAC Dashboard.
 - a. If you have not done so already, you must review and accept the **Required E-Form Agreements** before sending your Faculty Notification Letter.
- After accepting the required E-form Agreements, you are redirected to your ASAC Dashboard. The **Overview** page shows the courses you are registered for and your assigned ASAC staff member's name.

 >> MY DASHBOARD >> **OVERVIEW**

Accommodation Requests 2024 - SUMMER		DISABILITY ACCESS ADVISOR	
0		Name Rebecca Little	
Number of Requests	Add Requests for 2 Classes	Email Send Email	
No Accommodation Request Found for 2024 - Summer			

- In your dashboard, you can view the courses in which you submitted your Faculty Notification Letter. Your dashboard shows the current semester.

Accommodation Requests 2024 - SUMMER	
0 Number of Requests	 Add Requests for 2 Classes
No Accommodation Request Found for 2024 - Summer	


DISABILITY ACCESS ADVISOR
Name Rebecca Little
Email Send Email

Sending your Faculty Notification Letter

- From your dashboard, select the plus sign that states **Add requests**. This option is in the left side of dashboard in the box labeled “Accommodation Requests.” Click the plus sign on the right side of this box.

 >> MY DASHBOARD >> **OVERVIEW**

**Accommodation Requests
2024 - SUMMER**

0 Number of Requests	 Add Requests for 2 Classes
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**No Accommodation Request Found
for 2024 - Summer**

DISABILITY ACCESS ADVISOR

Name
Rebecca Little

Email
[Send Email](#)

a. You will be directed to this page:

The screenshot shows the 'ACCOMMODATION REQUESTS' page. At the top, there is a breadcrumb trail: 'MY DASHBOARD > ACCOMMODATIONS > ACCOMMODATION REQUESTS'. Below this, there are buttons for 'Previous Term' and 'Next Term'. The main content area is titled 'ACCOMMODATION REQUESTS' and contains a dropdown menu labeled 'How to Request Accommodations'. Below the dropdown, there is a section titled 'STEP: SELECT COURSES' with two checkboxes: one for 'INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)' and another for 'Apply the same accommodations to all selected courses.' A 'CONTINUE TO NEXT STEP' button is located below the checkboxes. At the bottom of the main content area, there is a note: 'The following classes are no longer available because they are 14 days away from the end of the term or no longer in session: • INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)'.

- Select the course(s) you would like to send your Faculty Notification Letter to.
 - a. If you want to use the same approved accommodations in each course, select “Apply the same accommodations to all selected courses.”
 - b. If you do not wish to send your Faculty Notification Letter to the instructor of each of your courses, you can send a letter to each course separately by completing this process one course at a time.
 - c. For a reminder on this process, select the drop-down arrow on the gray box labeled, *How to Request Accommodations*.

[Previous Term](#)

This is a close-up of the 'ACCOMMODATION REQUESTS' page. It shows the title 'ACCOMMODATION REQUESTS' at the top. Below the title, there is a gray box containing the text 'How to Request Accommodations' and a downward-pointing arrow icon, indicating a dropdown menu.

- After you select your courses, click **Continue to Next Step**.

ACCOMMODATION REQUESTS

How to Request Accommodations ▾

STEP: SELECT COURSES

INST 102.001 - USING AIM FOR INSTRUCTORS (CRN: 101011)

Apply the **same accommodations** to all selected courses.

CONTINUE TO NEXT STEP >

The following classes are no longer available because they are **14 days** away from the end of the term or no longer in session:

- INST 101.001 - USING AIM FOR STUDENTS (CRN: 101010)

- Select the accommodations you want implemented for the selected course(s) by clicking the checkboxes on the left of each accommodation.
 - AUWCL students can choose to include their testing accommodations in their faculty notification letters. Any testing accommodations students select for courses WILL be shared with their professors. If students wish to keep their testing accommodations anonymous, they SHOULD NOT select their testing accommodations to include in their letters.

INST 102.001

Course Detail ▾

SELECT ACCOMMODATIONS

Select All

Extended time on in-class timed assessments: 1.50x

No Scantron or bubble sheets

I do not need accommodation for this course: **INST 102.001**.

STEP: FINAL STEP

SUBMIT REQUEST >

START OVER >

- a. If you do not wish to use accommodations in the selected course, you can select the yellow box, "I do not need accommodation for this course: **COURSE NAME**.
 - i. Please note that accommodations CANNOT be applied retroactively!

INST 102.001
Course Detail ▼
SELECT ACCOMMODATIONS
<input type="checkbox"/> Select All
<input type="checkbox"/> Extended time on in-class timed assessments: 1.50x
<input type="checkbox"/> No Scantron or bubble sheets
<input type="checkbox"/> I do not need accommodation for this course: INST 102.001 .

- Once you have selected the accommodations you want implemented for the selected course(s), select **Submit Request** located on the right side of the course box.

Previous Term	Term: 2024 - Summer
INST 102.001	STEP: FINAL STEP
Course Detail ▼	SUBMIT REQUEST >
SELECT ACCOMMODATIONS	START OVER >
<input type="checkbox"/> Select All	
<input checked="" type="checkbox"/> Extended time on in-class timed assessments: 1.50x	
<input checked="" type="checkbox"/> No Scantron or bubble sheets	
<input type="checkbox"/> I do not need accommodation for this course: INST 102.001 .	

- Next time you log in, your Dashboard should look like the image below.
 - a. If you have requested accommodations for more than one course, each request submitted will show below the “**List of Accommodation Requests**”
 - i. The terminology in the dashboard implies these are “requested” accommodations. This simply means you are asking your professor to implement the accommodations you are approved for by your DAA. This is a separate “request” than your initial accommodation request with the ASAC.

The screenshot displays the ASAC Dashboard Overview page. At the top left, there is a red button labeled "LOGIN AS USER". Below it is a yellow button labeled "BACK TO MY PROFILE >". The main navigation menu on the left includes "MY DASHBOARD" with sub-items: Overview, Announcements, Equipment, Information Release Consents, Login and Security, My Appointments, My Files, My Eligibility, My E-Form Agreements, and My Mailbox (Sent Emails). Below this is the "ACCOMMODATIONS" section. The main content area shows the breadcrumb "MY DASHBOARD >> OVERVIEW" and a yellow header for "Accommodation Requests 2024 - SUMMER". A large number "5" indicates the "Number of Requests", with a link to "View Request Detail". To the right is an "Add Requests" button with a plus icon. Below this is a "List of Accommodation Requests:" section containing three items:

- AIM 101.004 - INSTRUCTOR PORTAL TESTING (CRN: 10105)
- AIM 101.007 - INSTRUCTOR EXAM PORTAL (CRN: 10106)
- CHEM 797.006 - MASTER'S THESIS RESEARCH (CRN: X367355)

 A partially visible fourth item is "• INST 101.001 - USING AIM FOR...". To the right of the main content is a "DISABILITY ACCESS ADVISOR" section with fields for Name (Rebecca Little) and Email (Send Email).