How to view Student Accommodation Plans in the ARS Hub
This is your Dashboard where you can view your courses as well as accommodation emails from students.

Displays the emails sent and received from students

Displays the courses you are associated with in Connect Carolina

The Courses tab is the easiest way to view all accommodation emails sent for a particular course. You may also view these emails by scrolling through your emails in the "Emails" tab.
From your Courses Tab, you will see all your courses that you are connected with through Connect Carolina displayed by semester. This is where you can view the professor notifications sent to you for each course.
By clicking on the blue envelope, it will drop down a screen of all notification e-mails sent for this course.

Click on the “+” symbol beside the date that the accommodation letter was sent to expand the view and see accommodation details.
This is where you will see the notifications. You will have to click each “+” to see each individual letter. Then click the “-” sign to retract the email.

Make sure to view who the letter is from and take note of the specific accommodations approved.

**Student Info**

**Accommodation Plan**
Amount of Extended Time

Instructor
- Provide a setting as described above at the department or let the student know that they should schedule their quiz/test/exam at ARS, adhering to the advance scheduling rules in place i.e. scheduling should be 5 business days in advance of the date of the assessment.

Please note: for various reasons including ARS space and staffing, it may be necessary for the instructor to be flexible regarding the day/time of test administration.

Student
- Meet with the instructor to determine whether the test will be in the academic department or at ARS.
- Schedule tests by the established deadlines to maximize availability.
- Test scheduling conflicts must be addressed with the instructor and resolved well in advance of the test.

ARS
- Provide a reduced distraction testing space when the student has made a reservation.
- When requested, provide earplugs or noise dampening headphones.

3. Classroom needs may need reasonable and limited adjustment to class attendance obligations and expectations due to impacts of disability/medical condition

For all classes, regular class attendance is an expectation and a student obligation; students are responsible for all of their work, including assessments, tests, and written work, and for all class meetings. If a course instructor chooses to take attendance and sees that a student misses three or more consecutive class meetings or misses more classes than the course instructor thinks advisable, the instructor may report the facts to the student's advisor and/or academic dean.

No right or privilege exists that permits a student to be absent from any class meetings, but in this case a limited exemption from this general policy has been approved by ARS as a reasonable accommodation.

The implementation of this accommodation must be discussed with each instructor and a protocol agreed in the event that attendance is impossible as a result of the disability/chronic medical condition. The instructor is entitled to take a view on the reasonableness of this accommodation should absences rise to a level deemed unacceptable or detrimental to the student or the teaching and learning situation.

The adjustment to flexibility permissible will likely be related to extent to which attendance and participation is an evidentially critical part of the class design and pedagogy.

For further information see Reasonable Adjustment to Attendance Policy (RAAP).

4. Classroom needs: may need laptop/tablet/recording device
5. Classroom may request electronic materials (like PowerPoint)

Extended Test Time
50%

Some parts of this student's Accommodation Plan may require your assistance. You will find further information about these accommodations and the respective responsibilities of the student, faculty colleagues and ARS staff at http://accessibility.unc.edu/accommodations.

You will be making contact with you shortly to discuss the above.

Please note that the information contained in this notification is subject to FERPA regulations and you should respect the confidentiality of the student in this matter at all times.

If, at any time, you have any questions, concerns or suggestions or need any assistance with the implementation of the accommodations detailed above, please feel free to contact us at 919-962-8300 / ars@unc.edu. Accessibility Resources & Service is located in Suite 2120 of the Student Academic Services Building - North.

Thank you for your time and consideration regarding this matter.

Tiffany Bailey - Director, Accessibility Resources & Service

Email ID: 30744
If you have any additional questions about the ARS Hub and how to access accommodation plans, or questions in general, please feel free to reach out to us at ars@unc.edu.