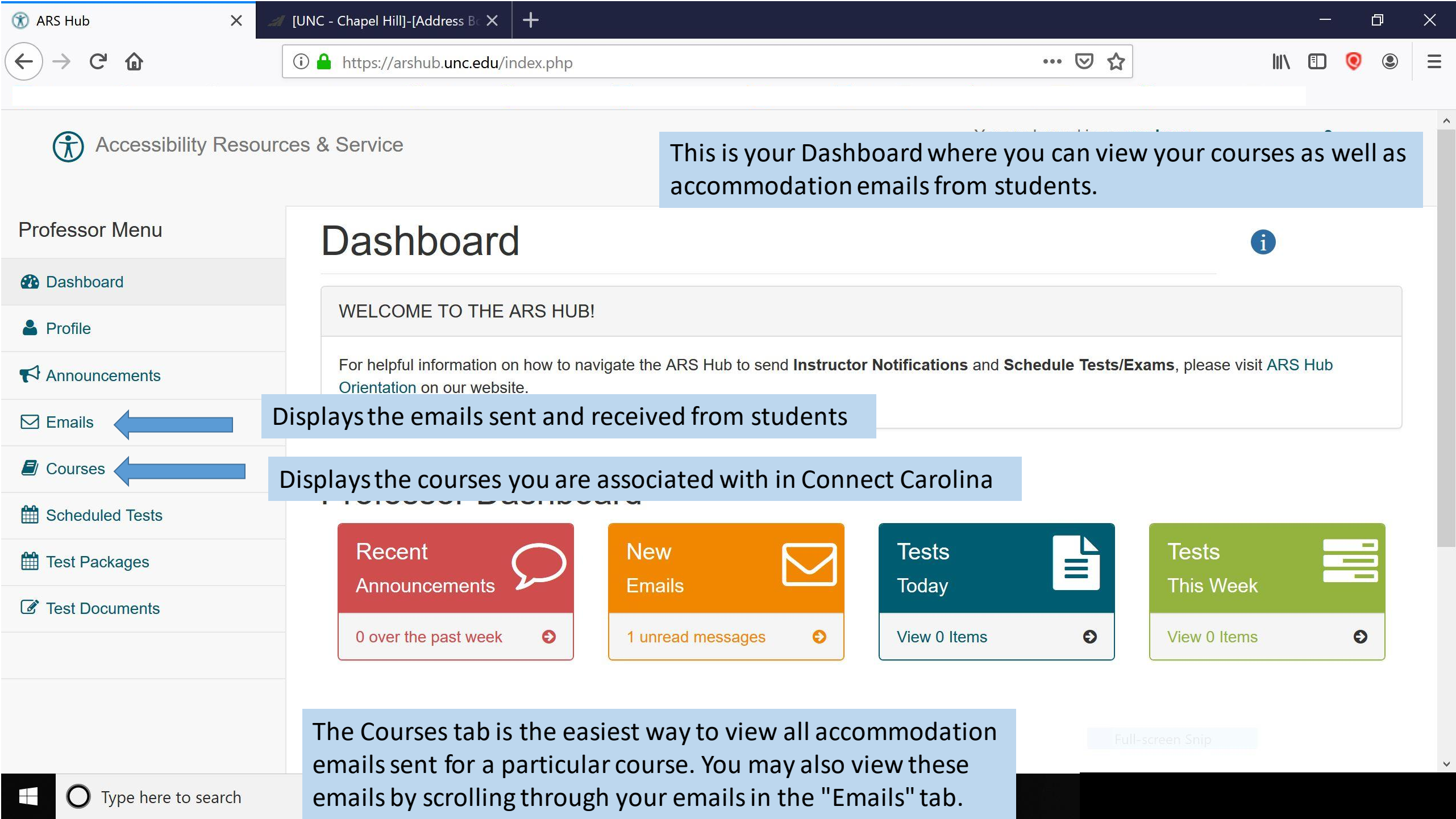


How to view Student Accommodation Plans in the ARS Hub



This is your Dashboard where you can view your courses as well as accommodation emails from students.

Dashboard

WELCOME TO THE ARS HUB!

For helpful information on how to navigate the ARS Hub to send **Instructor Notifications** and **Schedule Tests/Exams**, please visit [ARS Hub Orientation](#) on our website.

Displays the emails sent and received from students

Displays the courses you are associated with in Connect Carolina

Recent Announcements

0 over the past week

New Emails

1 unread messages

Tests Today

View 0 Items

Tests This Week

View 0 Items

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.

Full-screen Snip

- Professor Menu
- Dashboard
- Profile
- Announcements
- Emails
- Courses**
- Scheduled Tests
- Test Packages
- Test Documents

Professor Courses

Professor Name:
PID:

- Profile
- Announcements
- Emails
- Courses**
- Scheduled Tests
- Test Packages
- Test Documents

+ All Semesters

+ Spring 2020

Show Professor Notifications

9 13



25 32



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.

	Class Info:	Meeting Times:	Subject / Semester:
	000019 CHEM 261 - 001 Lecture (1776)	TuTh 9:30AM - 10:45AM Murray Hall, Rm G202 TuTh 9:30AM - 10:45AM Murray Hall, Rm G202	Chemistry Spring 2020
	000019 CHEM 261 - 002 Lecture (4256)	TuTh 11:00AM - 12:15PM Murray Hall, Rm G202 TuTh 11:00AM - 12:15PM Murray Hall, Rm G202	Chemistry Spring 2020

+ Fall 2019

- Professor Menu
- Dashboard
- Profile
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Professor Courses

Professor Name:
PID:

- Profile
- Announcements
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- Scheduled Tests
- Test Packages
- Test Documents

+ All Semesters

+ Spring 2020

Course Info



By clicking on the blue envelope, it will drop down a screen of all notification e-mails sent for this course.

Class Info:
000019
CHEM 261 - 001
Lecture (1776)

Meeting Times:
TuTh
9:30AM - 10:45AM
Murray Hall, Rm G202

TuTh
9:30AM - 10:45AM
Murray Hall, Rm G202

Subject / Semester:
Chemistry
Spring 2020

Click on the "+" symbol beside the date that the accommodation letter was sent to expand the view and see accommodation details.

- + Tue, Mar 3, 2020 at 6:11 pm - Email 30744 sent to
- + Sun, Feb 9, 2020 at 1:12 pm - Email 26925 sent to
- + Tue, Jan 21, 2020 at 2:58 pm - Email 24174 sent to
- + Mon, Jan 13, 2020 at 11:14 am - Email 22590 sent to
- + Sun, Jan 12, 2020 at 4:40 pm - Email 22408 sent to
- + Sun, Jan 12, 2020 at 2:15 pm - Email 22335 sent to
- + Tue, Jan 7, 2020 at 10:46 pm - Email 20444 sent to
- + Tue, Jan 7, 2020 at 8:37 pm - Email 20397 sent to
- + Fri, Jan 3, 2020 at 2:54 pm - Email 19542 sent to T

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.

Tue, Mar 3, 2020 at 6:11 pm - Email 30744 sent to [redacted]

Sent: 03-03-2020 6:11 pm
From: [redacted] 'no-reply@unc.edu'
To: [redacted]
Subject: ***Confidential*** Accommodation(s) Notification & Plan for [redacted] CHEM 261 - 001'

Accommodation(s) Notification & Plan - Confidential / FERPA Protected
Student: [redacted]
Semester: Spring 2020

← Student Info

Dear Professor Austell,

[redacted] connected with Accessibility Resources & Service and has a documented disability or medical condition with impacts which require academic accommodation(s), resources and services. The express purpose of accommodations is to ensure that a student enjoys equal access to the course or program without fundamentally altering the nature of the class / course or compromising academic standards.

[redacted] class for the Spring 2020 semester. [redacted] has chosen to let you know about the following accommodations, including resources and services, which we have determined as being reasonable and appropriate:

Accommodations

← Accommodation Plan

- 1. Tests / Exams / Assessments - extended time
- 2. Tests / Exams / Assessments - needs / may need low distraction environment

This space should have the following features: fewer environmental and sensory distractions than the usual testing environment (ie. visual dividers, headphones, testers spread out) and the student should have the option to start and end the test in the same room.

Responsibilities are as follows:

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

Instructor

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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.

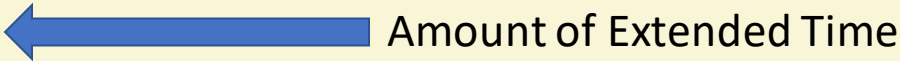
The adjustment to flexibility permissible will likely be related to extent to which attendance and participation is an evidentially critical part of the class design and pedagogy.

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 %



Amount of Extended Time

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>.

_____ 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 2126 of the Student Academic Services Building - North.

Thank you for your time and consideration regarding this matter.

Tiffany Bailey - Director, Accessibility Resources & Service

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.