

**Disability Services—Reminders**

**Disability Services Faculty**

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**Winter Hours Disability Services**

**Counselors are available:**

**Monday - Thursday 9am to 4:30pm Fridays - 9am to 3pm**

**(734) 384-4167**

**Disability Services Faculty**

**Page**

[**http://**](http://www.monroeccc.edu/lal/DisServ/facultyinfo.html)

[**www.monroeccc.edu/lal/**](http://www.monroeccc.edu/lal/DisServ/facultyinfo.html)

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**CHECK OUT OUR NEW DISABILITY SERVICES FACULTY HANDBOOK ON OUR WEBSITE OR STOP BY OUR OFFICE FOR A COPY.**

## Accommodation Notices

Accommodation notices were sent to faculty members who have a student( s) with a disability in their class. The notice will include an attached PDF file with a description of the disability and approved accommodations. **Please note any blue text on the attached forms are clickable links to policies, procedures, and informational brochures. I**f you are team teaching, please forward this information in a timely man- ner. If you have questions regarding anything you have received, please call us.

## IMPORTANT: Confidentiality

In compliance with the Americans with Disabilities Act/Amendments Act (ADA-AA) 2008, information regarding any student with a disability must be kept confidential including written notifications or

conversations. Please be mindful of the setting for any necessary conversations involving students with disabilities. ***Please do not share information about a student with a disability with other faculty, students or staff.***

## Selecting New Textbooks

If you are selecting new textbooks for fall 2017 please consider a publisher who promotes accessibility for all users (universal design).

Included is a link to a list of publishers committed to accessibility.

[http://www.monroeccc.edu/lal/PDF%20for%20LAL/Publishers%20that%](http://www.monroeccc.edu/lal/PDF%20for%20LAL/Publishers%20that%20submit%20texts%20to%20AccessText%20Network.pdf)

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## Universal Design

Universal design is the process of designing products and environments to be usable by the all people, to the greatest extent possible **without** the need for adaptation or specialized design.

Instructors can accommodate students of all types by applying

principles of universal design when creating a course . Learn more about the universal design of instruction at [http://www.washington.edu/doit/sites/](http://www.washington.edu/doit/sites/default/files/atoms/files/Equal-Access-Universal-Design-of-Instruction.pdf)

[default/files/atoms/files/Equal-Access-Universal-Design-of-Instruction.pdf](http://www.washington.edu/doit/sites/default/files/atoms/files/Equal-Access-Universal-Design-of-Instruction.pdf)

## TAKE AWAY MESSAGE:

The Disability Services Office is committed to providing equal access for students with disabilities and maintaining institutional compliance with the Americans with Disabilities Act . Counselors are available to support and assist Faculty with any concerns regarding students with disabilities.