

RADFORD UNIVERSITY

Center for Accessibility Services

P.O. Box 6902, Radford, VA 24142, 540-831-6350 www.radford.edu/cas

REQUESTING ACCOMMODATIONS

New Students or students registered with CAS who did not request accommodations.

Please go to the Center for Accessibility Services website homepage:

- Click on the second red rectangle – REGISTRATION or the “Register for Services” link from the left hand side menu.
- Click on “How to Register with CAS” (only need to do this one time) 1. Click on step 1 Go to the [ACCESS CAS Public Accommodation Request Page](#).
 2. Complete the “Public Accommodation Request” form.
 3. Upload documentation, if available.
 4. After completing, click the “submit” button.
 5. Student will receive an e-mail confirming submission (if no e-mail is received, contact CAS at cas@radford.edu or 540-831-6350).

Then What?

- A CAS Coordinator, will review the Public Accommodations Request form, and contact to the student to schedule an interview within a week.
- The student and the CAS Coordinator will discuss and decide on specific accommodations.
- The Coordinator will approve the accommodations in ACCESS CAS.
- The student and each instructor will receive an e-mail informing that an Access Plan (formerly Accommodation Letter) can be viewed can be viewed in ACCESS CAS (Neither signs it at this time).
- **Students are responsible for contacting each instructor to schedule a meeting to discuss accommodations in a timely manner.**
- We ask students to meet with professors/instructors as part of learning to be a self-advocate, but at any time, the student or faculty would like a coordinator from the Center for Accessibility to attend the meeting with them we would certainly be part of the process.
- Once students meet with Instructors, discuss the accommodations, and agree, both student and instructor must e-sign the Access Plan

Accommodations are not in place until BOTH the student and the Instructor have met and agreed to the accommodations, and signed the Access Plan.

Please check out the student page on the CAS website for videos with step-by-step instructions.

Students - How to Sign Your Access Plan

1. Log into ACCESS CAS
2. Click tab "Accommodations"
3. Click tab "Access Plans" from the drop down menu
4. Select the edit icon (paper and pen)
5. Review the accommodations
6. Answer the "yes" or "no" questions
 - a. Have you met with the instructor?
 - b. Have your instructors agreed to your accommodations?
7. Type your first and last name
8. Click SAVE

What ifs:

What if the student and instructor do not agree to the Access Plan and the listed accommodations?

- Contact CAS offices at cas@radford.edu. Please provide instructor's name, student name, course, phone number and information about the accommodation that is in conflict. Upon receipt, a CAS coordinator will contact you.

What if you do not feel comfortable meeting with instructor to discuss accommodations?

- We ask students to meet with professors/instructors as part of learning to be a self-advocate, but at any time, the student or faculty would like a coordinator from the Center for Accessibility to attend the meeting with them we would certainly be part of the process.

For questions about ACCESS CAS or CAS services, please contact CAS at 540831-6350, cas@radford.edu or visit the CAS office at 325 Russell Hall.