

RADFORD UNIVERSITY

Center for Accessibility Services

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STUDENT INSTRUCTIONS FOR SPRING SEMESTER 2019

STUDENTS WHO USED ACCOMMODATIONS FOR FALL 2018

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

Submitting a Semester Request

Log into ACCESS CAS

1. Log into MyRU
2. Select the "Academics" icon
3. Go to "Academic Tools" and select ACCESS CAS

How to Request Accommodations Each Semester

1. Log in to ACCESS CAS
2. Hover over the Accommodations tab, from the home toolbar
3. From the dropdown menu, select "Semester Request."
4. Click on "Request Accommodations"
5. A list of the student's current accommodations will appear.
6. Using the dropdown menu next to "Semester", select the semester (i.e. Spring 2019)
7. Student's courses will appear- students can either:
 1. click "Submit for All Accommodations" to apply all accommodations to all courses, OR
 2. click "Review" to apply specific accommodations to specific classes individually
8. Click "submit"

So What Happens Now? The semester request will be reviewed by a CAS coordinator. This may take up to a week.

Approved Accommodation Requests proceed as follows:

1. The student will receive an email from ACCESS CAS that your semester request has been approved.
2. The student's **Access Plan** (formerly called Accommodation Letter) will be available for review in ACCESS CAS (do not sign it at this time).
3. The student will contact each instructor to schedule a meeting to discuss accommodations in a timely manner. We strongly suggest using instructor office hours for meetings.
4. Take your laptop or phone to your meeting with your professor so you may review the Access Plan together. If you both agree to the plan, both student and instructor must e-sign the electronic copy of the Access Plan.

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.

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

For questions about ACCESS CAS or CAS services, please contact CAS at 540-831-6350, cas@radford.edu or visit the CAS office at 325 Russell Hall.

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