



Procedures for Students Requesting Initial Eligibility for Accommodations under ADA

1. Registering for accommodations is a two-step process. This process should be initiated by the student and will require the student to work directly with Accessibility Resources staff. We suggest reviewing our [frequently asked questions](#) to learn more about registering, accommodations and services.
2. Apply for accommodations through the Office of [Accessibility website](#).
3. The link to register is <https://uc-accommodate.symplicity.com/>
4. Accommodations are determined on an individual basis to directly address barriers the student is experiencing. Information on what accommodations will be provided to a student cannot be provided until the registration meeting occurs. Information on some commonly utilized accommodations can be found on our [Academic Accommodations page](#).
5. Documentation should be submitted on the Accommodate website. Documentation is not required to register for services, however, if it is available, it can be a useful tool and help to ensure that the full consideration of the impact of your disability on the academic environment is considered. Additionally, the reasonableness and necessity of requested accommodations may not be able to be determined without it, so students may be requested to provide document if:
 - A. Documentation would help the student and AR staff identify barriers and workable solutions for accommodations

- B. Documentation would make the connection between the academic environment and the disability that is not readily apparent through the student's narrative
- C. Please be aware that other institutions, licensing authorities, and testing agencies (which administer standardized tests such as the USMLE) may require different documentation of disabilities than the Adequate Documentation required by the University.

6. **Schedule Registration Meeting with Access Coordinator** – Mr. Michael Southern is the Access Coordinator for the College of Medicine. He will serve as the primary point of contact for accommodations, access issues, advocacy, and support. After submitting an application, students will receive a request to schedule a meeting with an Access Coordinator, then allowing the student to select a meeting time to discuss their disability. During the registration meeting, the student will discuss the impact of the disability within the academic setting and determine accommodations which are reasonable and appropriate. Most meetings take place remotely, either Teams or Zoom. However, in-person meetings can be arranged based on the individual schedule of the Access Coordinator.

7. **IMPORTANT!!!!** When registering with Accommodate, it is important to select the appropriate Access Coordinator for your home college. Please select the proper individual when submitting your application within Accommodate:

Michael Southern- Director: southeml@ucmail.uc.edu

- College of Medicine

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