

# Accessibility and Disability Service (ADS) Accommodations

College LIFE

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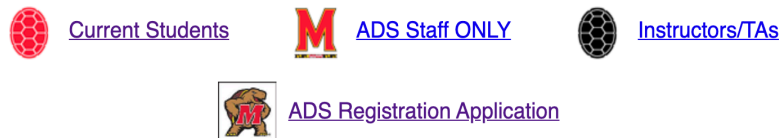
# Step 1: Completing the Online Registration Application



Accessibility & Disability Service

Welcome to the Accessibility and Disability Service Online Portal

Click one of the options below:

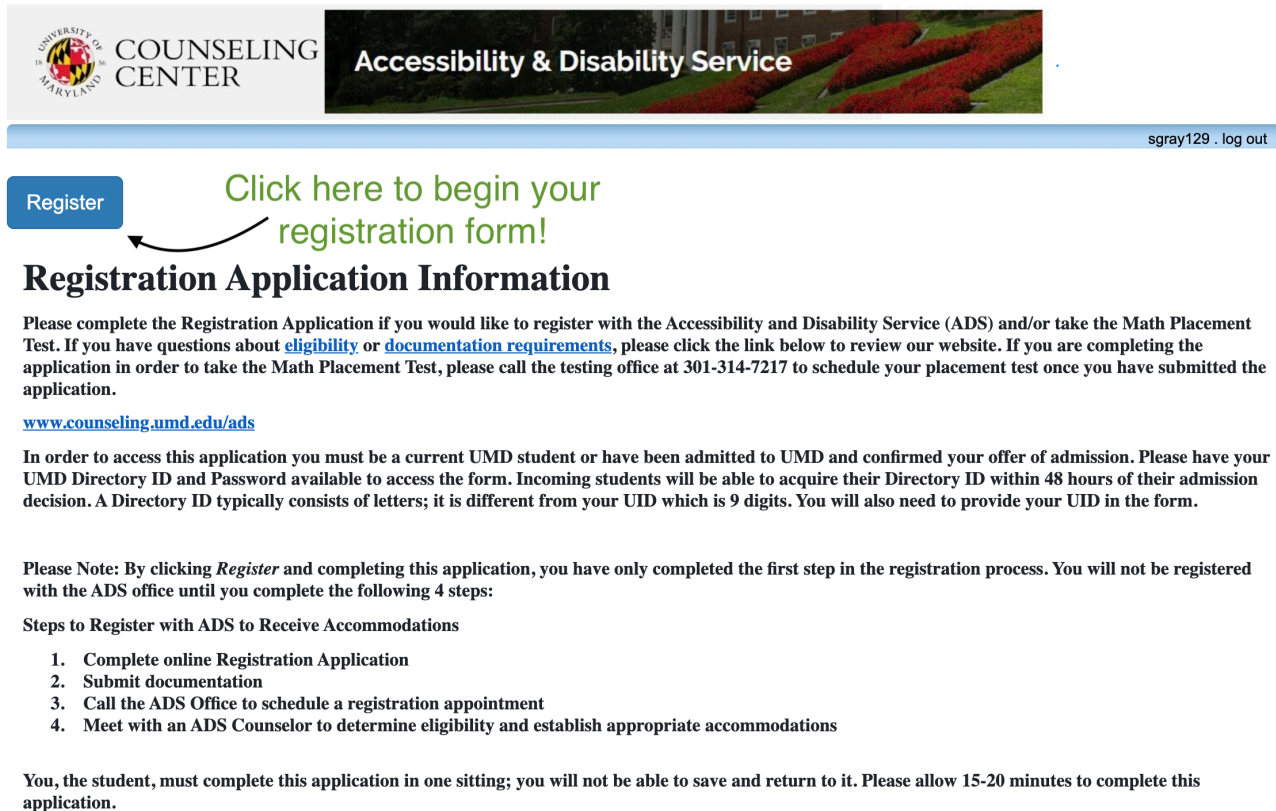


Click on "ADS  
Registration  
Application" to begin!

*This is what the ADS Online Portal looks like!*

- To access the registration application, [click here](#)
- Give yourself 15-20 minutes to complete this application – you must complete the application in one sitting
  - College LIFE Tip: do this application with your parent(s) your first time if possible, they can help you with uploading documentation and answering questions

# Step 1: Completing the Online Registration Application (cont.)



**Register** Click here to begin your registration form!

## Registration Application Information

Please complete the Registration Application if you would like to register with the Accessibility and Disability Service (ADS) and/or take the Math Placement Test. If you have questions about [eligibility](#) or [documentation requirements](#), please click the link below to review our website. If you are completing the application in order to take the Math Placement Test, please call the testing office at 301-314-7217 to schedule your placement test once you have submitted the application.

[www.counseling.umd.edu/ads](http://www.counseling.umd.edu/ads)

In order to access this application you must be a current UMD student or have been admitted to UMD and confirmed your offer of admission. Please have your UMD Directory ID and Password available to access the form. Incoming students will be able to acquire their Directory ID within 48 hours of their admission decision. A Directory ID typically consists of letters; it is different from your UID which is 9 digits. You will also need to provide your UID in the form.

Please Note: By clicking *Register* and completing this application, you have only completed the first step in the registration process. You will not be registered with the ADS office until you complete the following 4 steps:

Steps to Register with ADS to Receive Accommodations

1. Complete online Registration Application
2. Submit documentation
3. Call the ADS Office to schedule a registration appointment
4. Meet with an ADS Counselor to determine eligibility and establish appropriate accommodations

You, the student, must complete this application in one sitting; you will not be able to save and return to it. Please allow 15-20 minutes to complete this application.

- For this application, you need to have your...
  - UMD Directory ID and Password ([click here to find your directory ID](#))
  - University ID Number (UID) – this is the 9 digit number assigned to you by UMD
  - Information about your disability, including what kinds of accommodations you have used in the past
  - Digital documentation of your disability to upload

*This is what the beginning of the registration application site looks like!*

# Step 2: Provide Proper Documentation

## Documentation and Certification:

Please upload your most recent documentation:

For Documentation Guidelines, copy and paste this link: <https://www.counseling.umd.edu/ads/start/documentation/>

Documentation

No file chosen

Click on "Choose File" to upload your documentation file(s) from your computer!

Additional Documentation (if needed)

No file chosen

Additional Documentation (if needed)

No file chosen

Additional Documentation (if needed)

No file chosen

**Submit Documentation Later:**

- The documentation you need to upload will vary depending on what disability you have and which accommodations you want to request
- All documentation should have...
  - your diagnosis
  - your specific functional limitations caused by the disability
  - recommendations for reasonable accommodations
  - a justification statement for each recommendation listed
- [Click here for more information on documentation requirements](#)

# Step 3: Contact the ADS Office to Schedule an Appointment

- You can call the ADS Office to schedule a registration appointment at (301) 314-7682 between 8:30 a.m. to 4:30 p.m. Monday through Friday
  - College LIFE Tip: Have your University ID (UID) and Directory ID ready, the ADS office may ask you to read it to them
- If you are nervous or unable to call the office on your own, have a trusted advocate there with you to help you talk to ADS services!
  - Some examples of a trusted advocate: a parent, another family member, a doctor, a counselor, a professor, or a doctor

# Step 3: Contact the ADS Office to Schedule an Appointment

- If you do not want to or are unable to call the ADS office, email their front desk at [adsfrontdesk@umd.edu](mailto:adsfrontdesk@umd.edu)
  - In your email, explain that you were unable to call and ask if it is possible to schedule an appointment online
  - College LIFE Tip: CC one of your trusted advocates on this email, such as a parent or a counselor, so that they can see your email communication with ADS services
    - Make sure to say at the end of your email that you are CCing an advocate for your communication!

# Step 4: Meet with an ADS Counselor

- Remember: before this step, all your documentation must be received by the ADS office!
- This step is called the Registration interview
  - Registration interviews are 1 hour long
- An ADS counselor will have an interactive interview with you to determine if you are eligible for ADS services



After completing these 4 steps, you will  
receive your Accommodation Letter

*It is your responsibility to share this letter with all your  
instructors using the [ADS Online Portal](#)!*

# How to Share Your Accommodation Letter with Professors

- Every semester, you will electronically share your Accommodation Letter with your instructors using the [ADS online portal](#)
- After the letter is shared, you must meet privately with your instructor(s) to...
  - **1. Discuss a plan** for how you will use your accommodations throughout the semester and
  - **2. Get their signature on the Acknowledgement of Student Request Form**
  - *College LIFE Tip:* [Email your professor to set up a meeting](#), or utilize their office hours – due to COVID, your meeting will most likely be online using video conferencing (Zoom)
- Any additional/specific details on how you will use your accommodations in a class must be documented and added to a **Detailed Implementation Plan** and signed by your instructor
  - Accommodations that require a Detailed Implementation Plan are indicated on your accommodation letter

# How to Share Your Accommodation Letter with Professors: Email Template for Contacting Professors

- Here is an email template for contacting your professor after sharing your Accommodation Letter via the ADS online portal:

*"Dear Professor [type their last name here],*

*I hope you are doing well. I am a new student in your class this term, and I have an accommodation letter from ADS which I shared with you through the ADS Online Portal. This means that I require these specific accommodations for the class this term: [list the accommodations that are in your accommodation letter].*

*Please let me know if you are available on [insert a day and time you are available to meet here] to meet to discuss how to implement these accommodations. Additionally, I have attached the Acknowledgement of Student Request Form for you to sign after we meet. [also attach the Detailed Implementation Plan if needed for your accommodations]*

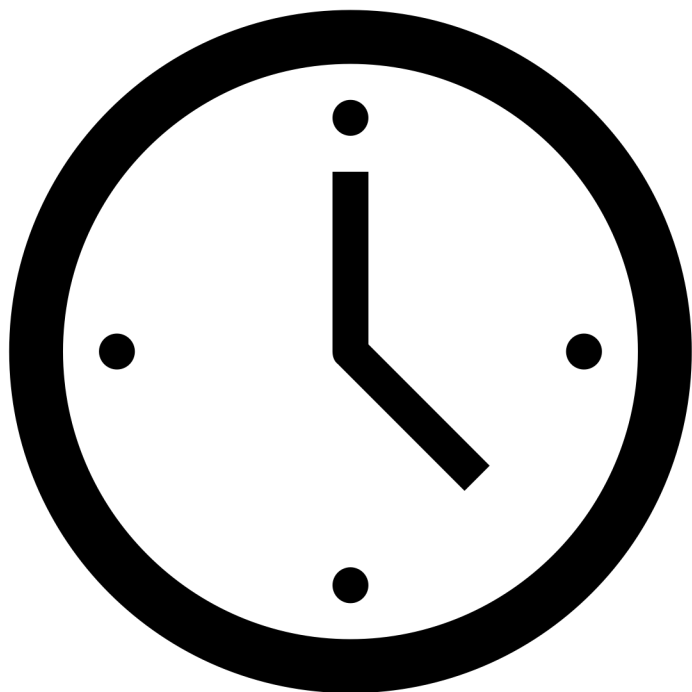
*Sincerely,*

*[type your name here]*

*UID: [type your UID here]"*

# How to Share Your Accommodation Letter with Professors: Submitting the Signed Forms

- You are responsible for submitting the signed original form(s) to ADS digitally and keeping a copy of the signed [Acknowledgment of Student Request Form \(pdf\)](#) and [Detailed Implementation Plan \(pdf\)](#) for your personal records
  - *College LIFE Tip:* Save these signed documents in a Google Drive folder - you could name your folder “ADS Documents”
- *Remember:* Each semester, you must share an updated copy of the Accommodation Letter digitally with professors and repeat the process listed above!



## When should you request accommodations?

- Students should request accommodations several weeks in advance of a semester or as soon as a disability is diagnosed

# What are some of the available Accommodations for ADS Registered Students?

*Click on any of the following to learn more about each accommodation!*

- [Lengthened exam time and/or reserved exam seating](#)
- *Note: due to COVID, the Testing Office has suspended operations and is now using remote proctoring ([click here for more info](#))*
  - [Peer note taking](#)
  - *[Click here](#)* to see how you can request a note taker
  - [Reduced course load](#)
  - [Priority registration](#)
  - [Alternate class materials](#)

# Summary: Important Links

- [For ADS accommodation request and registration procedure, click here](#)
- [For a list of available accommodations, click here](#)
- [For the ADS Online Portal, click here](#)
- [For a description of how to share your Accommodations Letter with professors, click here](#)