Faculty Notification Letters

Overview

Students are now responsible for sending information regarding approved accommodations to their professors. Email notifications around accommodations will no longer be sent by WCL Disability Support. Students must complete this process in order for their accommodations to be applied to their courses.

- Log in to the ASAC Dashboard.
  a. If you have not done so already, you must review and accept the Required E-Form Agreements before sending your Faculty Notification Letter.
- After accepting the required E-form Agreements, you are redirected to your ASAC Dashboard. The Overview page shows the courses you are registered for and your assigned ASAC staff member’s name.
In your dashboard, you can view the courses in which you submitted your Faculty Notification Letter. Your dashboard shows the current semester.
Sending your Faculty Notification Letter

- From your dashboard, select the plus sign that states **Add requests**. This option is in the left side of dashboard in the box labeled “Accommodation Requests.” Click the plus sign on the right side of this box.
a. You will be directed to this page:

– Select the course(s) you would like to send your Faculty Notification Letter to.
  a. If you want to use the same approved accommodations in each course, select “Apply the same accommodations to all selected courses.”
  b. If you do not wish to send your Faculty Notification Letter to the instructor of each of your courses, you can send a letter to each course separately by completing this process one course at a time.
  c. For a reminder on this process, select the drop-down arrow on the gray box labeled, *How to Request Accommodations*. 
- After you select your courses, click **Continue to Next Step**.

- Select the accommodations you want implemented for the selected course(s) by clicking the checkboxes on the left of each accommodation.
  a. AUWCL students can choose to include their testing accommodations in their faculty notification letters. Any testing accommodations students select for courses WILL be shared with their professors. If students wish to keep their testing accommodations anonymous, they SHOULD NOT select their testing accommodations to include in their letters.
a. If you do not wish to use accommodations in the selected course, you can select the yellow box, “I do not need accommodation for this course: **COURSE NAME**.
   i. Please note that accommodations CANNOT be applied retroactively!

− Once you have selected the accommodations you want implemented for the selected course(s), select **Submit Request** located on the right side of the course box.
Next time you log in, your Dashboard should look like the image below.

a. If you have requested accommodations for more than one course, each request submitted will show below the “List of Accommodation Requests”
   i. The terminology in the dashboard implies these are “requested” accommodations. This simply means you are asking your professor to implement the accommodations you are approved for by your DAA. This is a separate “request” than your initial accommodation request with the ASAC.