Q. WHAT DO YOU WHEN YOU ARE STRUGGLING IN A CLASS?

IF YOU ARE STRUGGLING ACADEMICALLY YOU CAN REACH TO YOUR PROFESSORS. GO TO THEIR OFFICE HOURS AND TALK WITH THEM ABOUT YOUR STRUGGLES AND ASK WHAT GUIDANCE THEY CAN GIVE YOU. REACH OUT TO YOUR ACADEMIC OR DISABILITY ADVISORS AS RESOURCES TO HELP COME UP WITH A PLAN TO MANAGE YOUR COURSES. LOOK INTO RESOURCES AVAILABLE THAT CAN HELP SUPPORT YOU.

Q. HOW FAR IN ADVANCE MUST A STUDENT WITH DISABILITIES INFORM AN INSTRUCTOR ABOUT NEEDED ACCOMMODATIONS?

AT UNIVERSITY OF RICHMOND, WE RECOMMEND TO STUDENTS WHO ARE REGISTER WITH DISABILITY SERVICES TO COMMUNICATE WITH INSTRUCTORS AS SOON AS POSSIBLE.
Q. How to talk to a professor about having disability?

1. Schedule a time to talk in-person. You can either email your professor to set up a meeting, visit during office hours or ask after class to arrange a meeting time to discuss your accommodations.

2. Prepare for the meeting. Look over the syllabus and note any questions or concerns you have so you can address them. Make sure you bring a copy of your Disability Accommodation Notice.

3. During the meeting. It is up to you how much you want to share about your disability. You are not required to discuss your specific disability or you might share in more detail about your specific disability. Work with your professor to develop a plan to implement your accommodations.

4. Specifics for testing and Exam accommodations. If you have extend time or another accommodation that pertains to quizzes/exams, talk with your professor to go over what way you are going to take exams.

5. After the meeting keep the lines of communication open with your professor to address any issues if they arise. You can follow up with your Disability Advisor or the Office of Disability Services if you have any concerns about implementation your accommodations.
Q. Why do I need to meet with my disability advisor every academic year?

Student needs change from time to time and from class to class. It is therefore a good idea for students to consider how their needs are being served and if there are any additional accommodations that are necessary. Students may be requested to provide an updated Disability Accommodation Notice each new academic year.

Q. What if you want to change your accommodations?

To change your accommodations at University of Richmond you need to reapply with a new application to the Office of Disability Services. Also, provide any new documentation (if available) and the rationale of why you need new accommodations.
Q. What if you have an accommodation(s) for extended time for tests or a distraction-free environment for test taking?

You should take the initiative and approach your professor well in advance to make alternate exam arrangements. The professor can help you figure out which of the four available options is the most appropriate given your needs, and the format of their exam.

1. The instructor may schedule a room for testing somewhere close to the classroom or their office, and personally supervise you.

2. If an alternate site is best, several rooms are available for testing on the second floor of the Library. These room are Not supervised by a proctor and must be reserved at least two weeks in advance. To reserve a room for that testing purpose, contact Cassandra Taylor-Anderson.

3. If neither are suitable, minimal proctoring support can be provided through the office of the Vice president for Student Development. That testing location would be room 338C, THC, and use is limited to availability, contact Julia Kelly, 289-8615 at least two weeks in advance.

4. The Academic Testing Center is available for students with granted accommodations by the Office of Disability Services. The testing rooms are equipped with cameras which will be used to monitor student during exams. They have reduced-distraction environment with space for multiple student in the same and a private room is available for student with specific type of testing accommodation. Students and faculty should follow the ATC procedures available on their website. https://registrar.richmond.edu/testing-center/polices.html
Q. How do I transition from the academic environment to the world of work?

Many employers make disability inclusive diversity a priority within their organization. The Office of Alumni and Career Services can assist students with their transition to the world of work by offering the following services:

1. Major and career exploration through assessment tools and career advising.
2. Job-seeking skills, resume development and interview preparation.
4. Information regarding rights, responsibilities and options for reasonable accommodation in the workplace.
5. An online database of opportunities, SpiderConnect. All of our career advisors are generalists and can help students of any major or career interest area develop a career action plan. Additionally, they have specific industry programming responsibilities.
**Academic Support Services**

**Academic Skills Center x8545**
**Writing Center x8263**
**Speech Center x6409**
**Center for Teaching, Learning and Technology x8066**
**Global Studio Language Laboratory x 6598**
**Boatwright Memorial Library x8639**

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**Q. What resources are available for students on campus?**

**The University of Richmond offers a variety of academic support resources for all students enrolled at the university. The academic support system for a student with a disability is the same as for all students on campus. The resources include: Academic Skills Center; Writing Center; Speech Center; Center for Teaching and Technology, Global Studio Language Laboratory; and Boatwright Memorial Library. Students with documented disabilities are especially encouraged to meet with the designated Disability Advisor to discuss how to access the array of services available.**
Dr. Tinina Cade
Director of Disability Services

Chantelle Bernard
Associate Director Disability Services

Adraine Gibson
Administrative Assistant

Disability Advisors

Dr. Mary Churchill
Learning Disabilities and Psychiatric Disabilities

Alene H. Waller
Physical/Medical Disabilities

Clark Williams
Associate Dean for Student Services
at T.C. Williams School of Law

Tammy Alexander
Academic Advisor
SPCS Administration
Special Programs Building