

# WHAT TO EXPECT FROM YOUR **ACCESS MEETING**

Students who work with Disability Services may be unsure of what to expect when they meet with their access coordinator. Here are a few things to know before you attend your meeting:

- Meeting with an access coordinator (AC) is your chance to share your experience with your disability. While your AC will have read your application and reviewed any documentation you've submitted, this is your opportunity to share the impact your disability has had on your educational experiences.
- Your AC will typically start by asking you a few questions to get to know you better before asking you to share specifics about your disability.
- You will have a chance to share how your disability impacts all aspects of your academics and what barriers you may face in class, during exams and quizzes and how it may affect the out-of-classroom activities required of your program.
- During the access meeting, your AC may ask you what you think would be most helpful to address the barriers that you have described. It is okay to say you are not sure. You and your AC can brainstorm what might be helpful and what resources may be available to you on campus.
- If you have received accommodations in the past (at another college or in high school), share what has or has not worked in the past.
- This does not have to be your only meeting with your AC. If your accommodation needs change or you want to discuss new challenges that you are facing as a student, you can always schedule a current student meeting with your AC to discuss ways to address the barriers you are experiencing.

## > **COMMON TERMS** USED IN AN ACCESS MEETING

**ACCESS MEETING** — The initial meeting you have with Disability Services to discuss your accommodation needs.

**ACCESS COORDINATOR** — The staff member you are meeting with today and for future meetings about your accommodations as they are needed. While we try to provide consistency in who your AC is, they may change throughout your academic career at CU.

**ACCOMMODATE PORTAL** — The portal system that we use in Disability Services to manage your accommodations.

**ACCOMMODATION** — The adjustment made to your academic experience that is designed to address the barrier your disability creates. Some common accommodation examples include: extra time on tests, audio recording and accessible furniture. All requests for accommodations must consider if a change is so significant that it alters the essential nature of the course or program.

**ACCOMMODATION LETTER** — The letter that is generated for your instructors when you submit a semester request each semester/term. It verifies that you have a disability, have met with Disability Services and have the listed approved accommodations. Once these letters have been sent to your instructors, you need to schedule a time to meet with them to discuss accommodation implementation.

**ACCOMMODATION REVIEW** — For some accommodation requests, Disability Services may determine that an access meeting is not necessary. However, students always have the option to request a meeting with their access coordinator if they choose.

**BARRIER** — How your disability impacts you specifically related to your academic or housing experiences.

**CASE CONSULTATION** — To ensure an equitable experience for all students in Disability Services, some accommodations may require additional review before approval.

**CURRENT STUDENT MEETING** — To be scheduled with your AC if you have any questions or concerns, or want to discuss disability-related needs after your original access meeting that cannot be resolved by email.

**INTERACTIVE PROCESS** — A mutual communication process in which an individual seeking accommodation and the Disability Services office directly communicate, exchange essential information, and provide good-faith consideration of possible accommodations or modifications that allows CU Boulder students equal access to the campus and its services, programs and events.

**NOTICE OF DETERMINATION** — The letter that is generated when a decision has been made regarding your requests for accommodations.

**SEMESTER REQUEST** — Submitted by you through the Accommodate Portal each semester to generate your accommodation letters for each of your faculty members.

**SUPPLEMENTAL REQUEST** — The request you make for additional accommodations after your original access meeting.

**STUDENT TESTING CENTER** — The university testing center that accommodates students with disabilities needing specific test accommodation services.

For additional definitions and information about our process, please visit our website and our Process and Procedures page.