Welcome from Disability Studies

Dear Students,

Welcome! Whether you are new to UCLA or ready to begin your next academic year, I write along with my colleagues, to let you know how pleased we are to have you on campus. Know that you are a valued and important part of our educational community. Whatever has brought you to the Center for Accessible Education for support in your studies, sits alongside the ways in which you have been selected from a great many to pursue your education here.

UCLA is committed to graduating leaders who will advocate for a world that values the contributions of all individuals, affirms the achievements and life experiences of all, and celebrates the full range of human potential. We are eager to support you as you engage in your studies and want to ensure that there is open communication between you, your professors and your advisors.

In addition to this general welcome, I am excited to tell you about the Disability Studies minor, a robust program envisioning models of access, inclusion, participation, communication, and equality. Challenging the social construction of “normal,” our courses encourage students to consider disability as a lens to think critically about the body, society, and culture. If you are interested in exploring disability in a classroom context, consider taking our core course, Disability Studies 101W: Perspectives on Disability.

Whatever your interests and pursuits at UCLA, we are glad you have joined us, and will hope to meet you in our classes and support you as you continue your studies.

Sincerely,
Victoria Marks & the UCLA Disability Studies Faculty Advisory Committee
How to Inform Your Instructors About Your Accommodations

Have you requested your accommodations so that your Letter of Accommodation can be viewed by your professors in the Faculty Portal? This process is called Self-Registration - do you need assistance with how to do this? Checkout CAE’s YouTube channel that includes instructional videos on how to request your Letter of Accommodation and how to request testing accommodations. Tutorials can also be found on the CAE website. Under the Student Resources link, select How to Inform Your Instructor(s) About Your Accommodations.

Attention Students:

CAE's Proctoring Center has a new name: **CAE Testing Center!**

Beginning Fall 2019 quarter, the CAE Testing Center has new testing hours: 8:00 am – 9:00 pm

What does this mean for CAE students?

1. Book your exam at the same time your class is taking the exam.
2. For exams that will go past 9:00 pm, the CAE Testing Center will adjust your start time to be as close to the class start time as possible (without going past 9:00 pm).
3. If you have a conflict with another class, schedule your exam and contact the CAE Testing Center to discuss your options. CAE will also work with your professor to arrange a mutually agreeable start time. It is the responsibility of the CAE to negotiate exam start times with your instructors.

What should I do now?
The CAE Student Portal is open for the Fall 2019 quarter. Please log onto the portal to request your exam accommodations and schedule your exam dates:

1. **Letter of Accommodation:** In order to request testing services, you must verify your accommodations for each course prior to booking your exams.
2. **Log into the Student Portal** located on the top right side of the CAE website.
3. Click “Send Accommodation Letter to Instructor”. This allows you to choose the accommodations you require for each course, and allows your professor to view your Accommodation Letter.
4. **Book a Test:** In the Student Portal, in the Main Menu, click “Book a Test.” Schedule all quizzes, tests and exams for the quarter that will require exam accommodations. It is crucial that you schedule all your exams, including your finals, at the same time.
5. **Make your request at least 14 days prior to the date of the exam.** Students who request exam accommodations less than 14 days prior to the exam will be reviewed on a case-by-case basis since the University requires timely notice to coordinate the service. The University may be unable to provide exam accommodations to any student request that is less than 14 days. If you miss the 14-day notice, visit the CAE Testing Center at Murphy Hall A-242, Monday – Thursday, 11 am – 1 pm.
6. **If you cannot be added to the schedule,** you will be referred to your CAE Counselor to determine alternative arrangements.
7. For students that have extenuating circumstances and need to reschedule an exam, contact your Counselor to assess the reasonableness of the reschedule request.
8. **Your exam details:** The evening before a scheduled exam, log into the Student Portal, go to “My Schedule” to verify the location of your exam to ensure that you arrive at the correct location at the designated time. Time will not be compensated if you arrive at the wrong location. Bring all necessary items to complete your exam (pen, pencil, Blue Book, scantron, calculator, timer, clock, etc., if allowed).
9. **If you have general testing questions:** Contact us by phone or email: 310-825-2651 or caeprctor@saonet.ucla.edu
Do you have a quick question for a CAE Counselor, need to make an urgent request, or want to check-in, and were not able to schedule an appointment soon enough? Stop by for a 15-minute drop-in with a counselor! Please note that these are only 15-minute meetings and may be with someone other than your assigned counselor, so scheduling an appointment is always encouraged! You can call 310-825-1501 or come into the office to schedule an appointment.

**Fall 2019 Counselor Drop-In Hours**

- **Norma**: Mondays 1pm to 2pm
- **Marc**: Tuesdays 11am to 12pm
- **Laura**: Wednesdays 11am to 12pm
- **Kya**: Thursdays 10am to 11am
- **LuMarie**: Fridays 9am to 10am

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**Alternative Format Requests**

Students who have met with a CAE Counselor and have been approved for the Alternative Format accommodation may request to have their textbooks converted to an accessible electronic format, which can be read aloud using a screen reader or text to speech (TTS) software, enlarged, etc. Specialized formats such as Braille or raised graphics can also be produced, if needed. Requests can be submitted via email or in person. Contact the Assistive Technology Specialist, Shirley Ruiz - sruiz@saonet.ucla.edu, via email or by phone (310) 794-5725 if you have any questions.

**How long will it take to have my print version textbooks converted?**

You are encouraged to make requests at least three weeks prior to the start of the quarter, if possible. Please allow at least three weeks to begin receiving material for your textbook requests. Brailling services can take up to eight weeks. For more information or to submit an Alternative Format request, please visit the CAE website.

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**CAE’s updated website will be launching this fall!**

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**Housing Accommodation Requests**

UCLA recognizes the importance of providing reasonable accommodations and modifications in its housing policies, practices, and services where necessary, for individuals with disabilities to be afforded equal access to the use and enjoyment of University-owned Housing. The CAE website explains the specific requirements and guidelines which govern requests for reasonable accommodation in University housing. A CAE Housing Accommodations Handbook will also be launching later this fall.

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UCLA recognizes the importance of **Service Animals** as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of **Assistance Animals** under the Fair Housing Act. The CAE is committed to supporting individuals with disabilities with both Service and Assistance Animals on campus to facilitate their full participation in and equal access to the University’s programs and activities. Please refer to UCLA Policy 135 (http://www.adminpolicies.ucla.edu/APP/Number/135) to understand the differences between a Service Animal and an Assistance Animal – in particular, where Service vs. Assistance Animals are allowed on campus. Please note that Assistance Animals (ie emotional support or therapy animals) are only allowed in a student’s residence.

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**UCLA Policy 135: Animals on University Property**
The Notetaking Accommodation: Information for Undergrads

The CAE continues to audit its notetaking program in order to ensure that students are receiving and utilizing the most appropriate and adequate accommodations. We want to make sure that if you are approved for an accommodation, you are still in need of the accommodation, and if you are, that the most appropriate and reasonable accommodation is in place.

What does this mean for your peer notetaking accommodation?
During summer 2019, the CAE again audited its peer notetaking program and found that 75% of students who have been approved for peer notetaking are not utilizing peer notes. If you have been identified as one such student, you will receive an email asking you to schedule an advising appointment with your CAE Counselor in order to determine if you still require the notetaking accommodation and to discuss alternatives for the 2019-2020 academic year.

What about students who utilize technology-assisted notetaking (Sonocent or Otter)?
If you were invited, via email, to access either Sonocent or Otter but did not activate your license or begin using this technology, you will receive an email asking you to schedule an advising appointment with your CAE Counselor in order to determine if you still require the notetaking accommodation and to discuss alternatives. If you received an invitation to use Sonocent or Otter and you do not need this accommodation, please contact your Counselor so that we may distribute this license to another student.

What about students who need peer notes because they are absent from class?
A notetaking accommodation is an auxiliary aid that is not a substitute for a student’s course attendance. Generally, a best student practice is to connect with others in your class to share any missed materials due to absences. If your disability impacts your attendance, please contact your CAE Counselor to determine appropriate accommodations.

I’m approved for peer notetaking. What should I do if no one volunteers to take notes in my class?
You must contact the CAE at notetaker@saonet.ucla.edu. If a notetaker is not identified, contact your CAE Counselor to discuss other methods of effective notetaking support, including technology-assisted options that provide more flexibility, independence, and more control over your notetaking.

Did you know October 6th - 11th is Disabilities Awareness Week?
https://dcp.ucla.edu/daw/daw-app

All Brains
All Brains is a student-focused and student-led program that plans and arranges all events around constant feedback from neurodiverse students at UCLA.

All Brains was formed as a dedicated program to provide social events, workshops for professional faculty/students, and peer mentorships for neurodiverse students.
https://www.uclaallbrains.org/