An Overview of the UWM Accessibility Resource Center
Request for Accommodations Process

New Students

Submit Application Online

Receive email from ARC Access Specialist (AS) within 2-3 days

AS and Student meet

Referrals within ARC: Adaptive Technology, Notetaking, etc. (appointments scheduled within 5 business days)

Consider applying as early as possible to avoid any delay in services.

AS requests more documentation

AS schedules initial appointment

Meeting date determined by earliest matching availability between AS and Student – generally 2-3 weeks from when student responds to initial email.

Meeting will be approximately 60 minutes

An interactive process resulting in an individualized accommodation plan.

If documentation is insufficient or unavailable, a student may receive a temporary and provisional accommodation plan.

New Students Consider applying as early as possible to avoid any delay in services.
Returning Students Begin Here

Register for classes in PAWS

24 to 48 hours later, request accommodations in ARConnect

Instructors notified of student accommodation requests

Faculty Notification Letters (FNL) sent 3 weeks prior to first day of classes

Student receives copy of FNL via email

Student contacts instructors

First day of classes, student meets with instructor during office hours to ensure the instructor understands student accommodation needs

Clarify that instructor understands accommodation needs

Review flexibility guidelines, media captioning requests, etc.

Refer Instructor to AS with questions or concerns

Student concerns about accommodations or instructor should be directed to the AS