ASU SAILS

Student Accessibility
## Accommodations and Services

ULC Process:

1. Confirm that the learner has an ASURITE (the application requires inputting the 10-digit ID or ASURITE ID). If learner does not, utilize the ULC Learner Training Deck (slides 4-31) to sign up and verify your ASURITE or 10-digit ID number.
2. The learner completes an application with SAILS.
3. The learner will receive emails from SAILS confirming receipt of their application and a link to schedule their appointment.
4. The learner must meet with a SAILS consultant. During the appointment, the learner and SAILS discuss the learners' needs to determine the best accommodations for the learner given their disability and pre-established documentation from high school (IEPs and 504s). Even if the learner has an established 504/IEP, they must go through the SAILS process.
5. Once any accommodations are approved, SAILS sends their accommodations to ULC administration.
6. ULC Team implements the accommodations in the course as needed and informs course team(s) of accommodations requiring flexible assignment deadlines.
7. For all additional courses taken after the initial application process, contact your SAILS consultant to request your accommodation letter be sent. A SAILS accommodation letter must be forwarded **for each semester**.
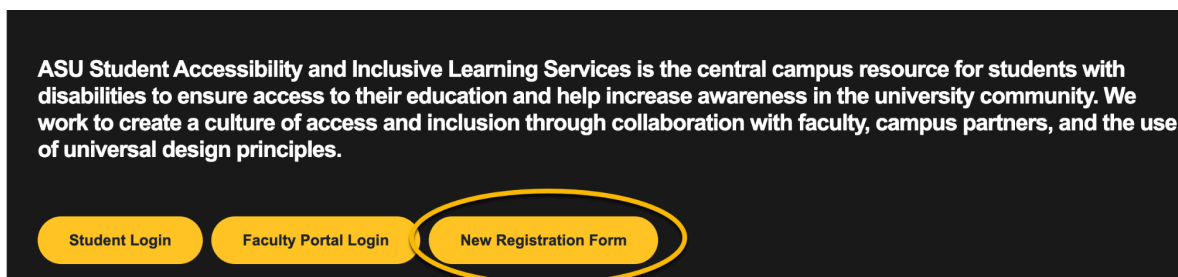
Where to find information:

- On our ULC website: Accessibility
- On every course syllabus:
    - For questions about accessibility and accommodations, please visit ASU's Student Accessibility and Inclusive Learning Services and submit a new student application. Please ensure that you have your accommodations in place before any assignments are due. It is learners' responsibility for ensuring that accommodations are requested in advance, any approved accommodations cannot be retroactively applied. If you have any questions regarding the process, please review the ULC Accessibility information page.
- On every course's "Learner Resources" tab of the course
    - Same terminology as syllabi

Steps to submit an application:

Step 1: Navigate to [ASU's Student Accessibility and Inclusive Learning Services](#)
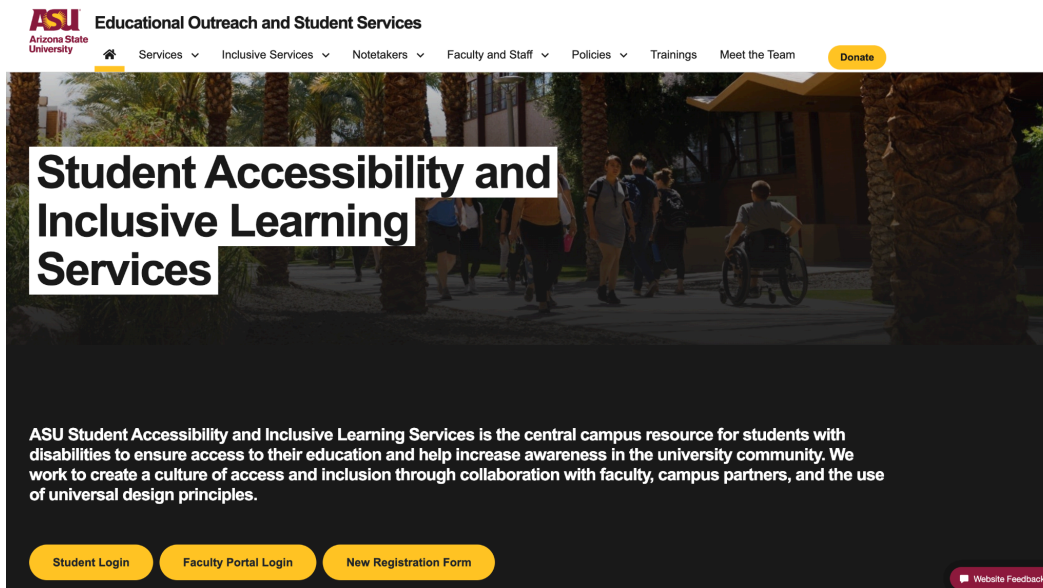
Step 2: Click on "New Registration Form"

Step 3: Complete Application

ASU ARIZONA STATE UNIVERSITY

Home

Home » **Online Student Application**

| **≫ Home** |
| > Online Services Home |

| **Logout** |
| Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**. |
| Log Out |

ONLINE STUDENT APPLICATION

2 Easy Steps to Register   →   Step 1: Fill in Application   →   Step 2: Submit Documentation

Welcome to Student Accessibility and Inclusive Learning Service's new student registration form. This form is intended for any current ASU student who has never received accommodations or worked with ASU's Student Accessibility office. If you are unsure if you need accommodations or if you will use accommodations, we still recommend completing this form as soon as possible to ensure a timely provision of accommodations as needed.

If you have received accommodations at ASU or have completed this form previously, please DO NOT continue. This includes any returning ASU student who is providing updated documentation, and current ASU student's receiving accommodations. This form is strictly for new Student Accessibility students. In order to expedite services for returning students, please contact our office by calling 480-965-1234 or e-mail Student.Accessibility@asu.edu, or your Accessibility Consultant.