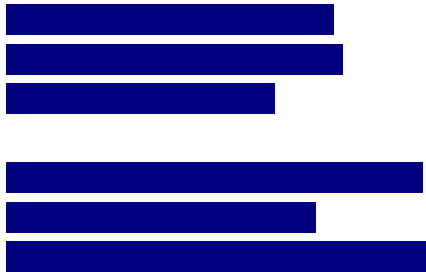


## *Who do I contact for information?*

If you have any questions about our disability services, want to send documentation, or would like to arrange for accommodations, contact:

Holly Genser, Director  
Learning Resource Center



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[www.northwood.edu](http://www.northwood.edu)



*Discover Your Path to Academic Success*



# *Disability Services*

Florida Campus

# Northwood University Florida Disability Services

Northwood University is committed to providing reasonable accommodations to students with disabilities in accordance with the Americans with Disabilities Act.<sup>1</sup> Here are answers to common questions about our services.

## What services do you offer?

The Learning Resource Center (LRC) has a variety of accommodations for eligible students. These include:

- Testing in a quiet room with reduced distractions
- Testing with extra time
- Having an anonymous classmate serve as a volunteer note taker
- Having quizzes, tests, and exams read through Kurzweil<sup>®</sup> software
- Using audio versions of texts on Kurzweil<sup>®</sup>
- Using Dragon Naturally Speaking<sup>®</sup> for dictating.

## How do I obtain accommodations?

All students who need accommodations must meet with the LRC Director, Ms. Holly Genser, either during the first week of classes or at least two weeks before the accommodations are required. The Director must receive appropriate documentation and complete the registration process before any accommodations are provided.

At the first meeting, you and the Director will discuss your situation and documentation. Then, the Director will determine the accommodations for which you are eligible. You will also receive specific procedures for requesting accommodations each term.



NORTHWOOD UNIVERSITY

## What documentation is required, and how do I provide it?

Students need to write to their physician or psychologist to have documentation mailed or faxed to the LRC Director. Content should include:

- All related test results
- All related diagnoses
- A description of how the disability affects learning or access to learning
- Recommendations for academic accommodations.

Continues on Next Panel

