ALTEC Accessibility Resource Guide

Resources at CU Boulder:

Communication Assistance/Access

- ADA Compliance provides coordination for sign language interpreting and real-time captioning services for faculty, staff, students (for events and activities outside the classroom, including employment), and campus visitors.
- Request an ASL interpreter or real-time captioning
- To request any other type of communication assistance, including assistive listening systems or other equipment services, please send an email to adacoordinator@colorado.edu or call 303-492-9725.

Accessible Learning Materials

- Written materials available by request in enlarged or electronic format:
    - **CU Libraries** has comprehensive information on where and how to request materials in an accessible format:
    - Requests for more accessible formats for Faculty, Staff, and Students:
        - If the request is for a CU Boulder class that you are taking, you may register with Disability Services and request the creation of alternate format for materials (textbooks, articles, class documents etc.). Please contact Disability Services (dsinfo@colorado.edu) for more information.
        - If the request is for something you need to perform your duties as a CU Boulder employee or student worker, you may fill out an accommodation request with the ADA office.
        - Current CU Boulder faculty, staff and students may use the SensusAccess software to convert inaccessible files (such as image heavy article PDFs) into accessible formats.
    - For faculty, staff, students, and members of the public:
        - Request an alternative format copy be added to our collection. Please specify which format you would like in the "Other Information" box (Braille, audio book, etc.)

        - Email libraries@colorado.edu to ask about making a specific resource accessible. We might be able to provide you with an accessible scan or other accessible copy.

Digital Accessibility:

- The Digital Accessibility Office (DAO)'s mission is to improve the accessibility of the digital campus environment and increase participation in the digital life of the university for individuals with disabilities.
    - Supports faculty and staff delivering digital services and content to individuals with disabilities.
    - Educates campus community members about their responsibilities under the campus digital accessibility policy and standards.
    - Monitors and enforces the fulfillment of the responsibilities stated above and compliance with the campus policy on digital accessibility.
    - Supports specific individuals with digital technology in collaboration with the Disability Services and the ADA offices.
    - Contact DigitalAccessibility@Colorado.edu with specific technology-related questions

Translation Services:

- Language interpretation for understanding university policies and support resources, requesting ADA accommodations (disability and pregnancy), or reporting a concern regarding discrimination, harassment, sexual misconduct, intimate partner abuse, and stalking. Please contact OIEC at 303-492-2127.

Event Planning:

- Suggestions for making an event accessible
- Consider providing ASL interpreters, captioning, Braille, large print, and/or assistive listening devices when needed. ADA Compliance currently has a system in place where we will fund these services for campus events.
- hosting department to be the point of contact for individuals to make a request for ADA Compliance Office accommodation and then relay this information to us.

ADA Parking Information

- Visit the Parking Services webpage on ADA Parking for more information on ADA parking availability and how to purchase ADA parking.

Service Animals

- Subject to some limitations, service animals may accompany students or the general public throughout campus.
- Employees who have a need for service animals as a workplace accommodation must contact ADA Compliance at adacoordinator@colorado.edu to go through the accommodation process.
- If an employee makes a request to utilize a service animal to the employee's supervisor, the supervisor should refer the employee to ADA Compliance, while also contacting the ADA Compliance unit directly to communicate the request.

Assistance Animals

- An assistance animal provides emotional or other support that minimizes one or more identified symptoms or effects of a person's disability. This group includes therapy animals, emotional support, or comfort animals. Unlike service animals, assistance animals are not required to be trained to perform work or tasks, and they include species other than dogs and miniature horses.
- Assistance animals are generally not allowed to accompany persons with disabilities in any academic or public areas of campus. An assistance animal may be allowed in an academic or public area of campus if it is approved as reasonable accommodation by the ADA unit for an employee.

Digital Accessibility

- The Digital Accessibility Office offer support and resources to assist staff delivering digital services and content to individuals with disabilities.
- To check the accessibility of our ALTEC webpages, press fn (function) and f5 on your keyboard to start the voice over tool to read through the page

Religious Accommodations

- Detailed information policy on religious accommodations policy.

Pregnancy and Lactation

- **CASE Lactation room location:** second floor, room E261
  Details: https://www.colorado.edu/cisc/resources/parenting-childcare
- Lactation rooms are available throughout campus and a complete list with location details can be found on the CU Boulder Campus map.
- Read the full Lactation Space Policy.

- For employees needing pregnancy accommodations, more information is available here.

Mandatory Training

- Discrimination and Sexual Misconduct, CU Boulder and System
- CU Boulder requires all employees (faculty and staff) and affiliates to complete the required OIEC training on Discrimination and Sexual Misconduct **within 30 days of hire** and **every three years** after initial completion.

If we have accessibility questions, who do we contact?

- For training requests and general questions email oiec@colorado.edu.
  For accommodation requests and accessibility questions email adacoordinator@colorado.edu
- For digital accessibility questions: DigitalAccessibility@Colorado.edu with specific technology-related questions.