

GO BLUE - GO DEARBORN! GO BLUE - GO DEARBORN! GO BLUE - GO DEARBORN!

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DEARBORN

CAMPUS RESOURCE GUIDE



WELCOME!

Experience. It comes in many forms, and as a student, your task is to figure out how the things you do – in class, at home, in student orgs, in an internship, or at work – can lead you to the career you want after graduation. **Use this Resource Guide** to get connected with campus offices, organizations, and resources that can help you make the most of your time at UM-Dearborn!

In this Guide you'll find resources to support your academic journey with connections to advising, the library, and academic success support. You'll also find ways to connect with other UM-Dearborn students to learn and socialize, and with alumni and employers to network and find employment.



EXPERIENCE+

EXPERIENCE = GROWTH

To further support your journey, the University created Experience+. This collaboration among the Mardigian Library, Global Engagement, and Career Services helps connect you with opportunities such as:

- Campus employment opportunities
- Research support and opportunities
- Intercultural experiences
- Study abroad guidance and support
- Career and skill coaching

 umdearborn.edu/experienceplus

We encourage you to leverage all of the resources and opportunities available at UM-Dearborn to become the person and professional you want to be!



Get in the driver's seat, start the journey, and **Go Blue – Go Dearborn!**

Academic Advising

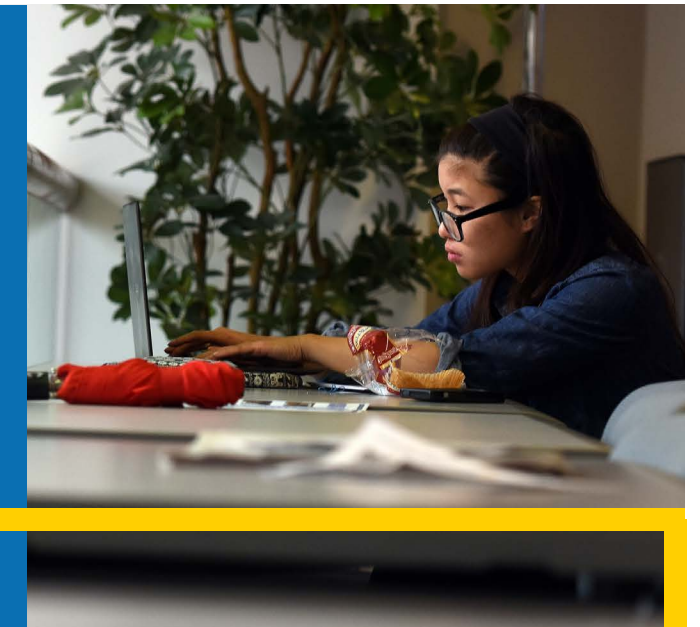
Meeting with an Academic Advisor each semester allows students to develop a relationship with a campus representative who will support you on your academic journey. Connect with your advisor to understand degree requirements and class scheduling, learn more about a major, or manage school/life balance.

Who's My Advisor?

Different students are served by different advising offices:

Incoming freshmen, undecided, and select transfer students go to the Student Advising and Resource Team (START). Most new transfer students and continuing students are advised in their college. Undergraduate students can find their assigned advisor in their student portal by navigating to their Success Team.

Graduate students are notified of their advisor upon admission.



Link to all advising pages: umdearborn.edu/advising

Advising with a Fellow Student

In addition to professional staff, some offices—such as START—also have peer educators who understand what it's like to be a student at UM-Dearborn.

Peer Advising Learning & Success (PALS)

If you're a student striving for academic success, these peer educators will help you create specific goals and follow an individualized plan to achieve your goals. Connect with PALS to learn more about effective studying techniques, time management strategies, and other topics to integrate into your plan for success.

 umdearborn-pals@umich.edu

Connect with Your Advisor

Visit the website above for more information, or email your advising office with specific questions:

Student Advising and Resource Team (START)
Contact: umd-start@umich.edu

College of Arts, Sciences, and Letters (CASL)
Contact: casladvising@umich.edu

College of Business (COB)
Contact: umd-cobss@umich.edu

College of Education, Health, and Human Services (CEHHS) Contact: CEHHS-OSS@umich.edu

College of Engineering and Computer Science (CECS)
Contact: umd-cecs-undergrad@umich.edu

Tutoring, Supplemental Instruction & Learning Centers

Students are encouraged to take advantage of academic resources and services, including learning and connecting with your fellow students through peer instruction.

Office of Academic Success

The Office of Academic Success provides resources, opportunities, and services that enhance the academic experience, teaching and learning, and graduation of UM-Dearborn students.

Free individual and peer-led group tutoring is available for many UM-Dearborn courses. Peer tutors help improve performance in difficult courses by modeling effective learning techniques and breaking down difficult concepts.

More info: umdearborn.edu/tutoring

Supplemental Instruction sessions are peer-assisted, regularly-scheduled informal review sessions in which students compare their class notes, discuss assigned readings, practice problem solving and develop organizational tools. **More info:** umdearborn.edu/supplementalinstruction

Math Learning Center supports student efforts towards greater success particularly in the field of mathematics. All students are welcome for help with any math or stats class. **More info:** umdearborn.edu/academic-success/math-learning-center

Science Learning Center helps all students succeed in science courses and labs by emphasizing and teaching essential mathematical, graphing and laboratory skills. **More info:** umdearborn.edu/slc

Writing Center can help you become an effective and confident writer, no matter your field of study by connecting you to work one-on-one with peer consultants. **Make an appointment today and find more info:** umdearborn.edu/writing-center

Additional Campus Resources

There are other academic support units as well – visit these websites for information about their services.

Foreign Language Lab faculty and student tutors in Arabic, French, German, and Spanish are available to help you master a new language. **More info:** umdearborn.edu/languageLab

The Student Support Services (SSS) Program provides mentoring, graduate school preparation services and academic assistance in reading, writing, science, mathematics and other subjects to undergraduate students who identify as first generation, disabled, students evidencing academic need, and those who meet the U.S. Department of Education income-guidelines. **More info:** umdearborn.edu/Office-TRIO-SSS

The Select Student Support Services (4S) Program provides career preparation resources, mentoring and graduate school preparation services. This program also provides academic assistance in reading, writing, science, mathematics and other subjects to undergraduate students who identify as first generation, disabled, students evidencing academic need and/or are Pell eligible. **More info:** umdearborn.edu/office-trio-programs/select-student-support-services-4s



Mardigian Library

The Mardigian Library (ML) is a campus hub for academic success, creativity, knowledge creation and interdisciplinary collaboration. Through the Library's website, students have access to hundreds of resources including databases, journals, and e-books that are available from both on and off-campus. Individualized research support is available for all majors from instructional librarians.

Check out the Library's Remote Learning Basics fun, animated videos to support your success at UM-Dearborn!

 library.umd.umich.edu/remotelearningbasics/

 ask-the-mardigian@umich.edu

 library.umd.umich.edu



Disability and Accessibility Services

Disability and Accessibility Services collaborates with students, faculty, and staff to create usable, equitable, inclusive, and sustainable learning environments. There may be times when there are aspects of the instruction or design of your courses that result in barriers to your inclusion or to accurate assessment of achievement. When that is the case, our office will work with you to arrange for accommodations. Services are both highly individualized and based on need; they may include, but are not limited to, the following: advocacy and referral on campus; orientation to campus resources; course materials in alternative formats; special testing arrangements; support coaching; access to adaptive equipment and technology.

**Room 262, Fairlane Center North
(313) 593-5310**

 umdearborn.edu/cs_disability

Ombuds Services

Need help navigating UM-Dearborn policies and procedures? Have a University-related concern? Ombuds Services provides students with independent, impartial, informal, and confidential assistance. *Note that confidentiality cannot be promised if there is serious risk of imminent harm or if required by law*

 **(313) 593-5440 | Lee Savage**

 alsavage@umich.edu

 umdearborn.edu/students/ombuds-services

Welcome to Campus!

Whether classes are on campus or in a hybrid format, there are many ways to get involved and engage beyond the classroom. The University is committed to creating and maintaining a working and learning environment that is respectful, safe, welcoming and inclusive; so meet new people, pursue your passion, build transferable skills, have fun and make a difference!

Campus Involvement Hub

The Campus Involvement Hub is your home to find involvement opportunities at UM-Dearborn! Stop by **1290 Renick University Center** to learn more about starting your own student organization, rent a board game, or sign up for special events like a trip to Cedar Point with the Student Activities Board (SAB). You can even make an appointment with a Campus Involvement Consultant to get personalized recommendations of engagement opportunities you may enjoy based on your unique interests.

 umdearborn.edu/involvementhub

Student Organizations

Student Organizations are the heartbeat of the campus community. There are over 150 registered student organizations (RSOs) — including 8 fraternities and sororities — all of which offer programs, social projects, and activities throughout the academic year. See all student events that are happening on and off-campus, find the student organizations that you are most interested in, and track your service hours in **VictorsLink!**

 umdearborn.edu/victorslink

First Gen & Transfer Students

The **First Gen Student Org** recognizes that being the first in your family to attend college can be a challenge. The org works to inform, connect, and celebrate first gen students at UM-Dearborn.

The **Transfer Student Association** is a newer sponsored organization, and strives to support transfer students in connecting with other transfer students and navigating your new campus home! **Look for these orgs (and others!) in VictorsLink.**

 umdearborn.campuslabs.com/engage



New Student Engagement

Your first year on campus is an important one, and is the best time to make connections with faculty, staff and students while also creating good habits to drive you toward success.

 umdearborn.edu/NSE

Wolverine Mentor Collective

Starting at a new campus can be challenging sometimes, and the Wolverine Mentor Collective is available to enhance your student experience by connecting you to current UM-Dearborn Wolverines. Incoming students can connect with returning students to make your transition seamless through our **Mentoring program.**

 umdearborn.edu/wolverineMC

Veteran Services

This team of military veterans supports military-affiliated students in their academic endeavors by providing programming, resources, and networking opportunities. They are also trained to disseminate information concerning Federal and State Tuition Assistance programs and the certification of VA Education Benefits.

 umdearborn.edu/veterans-um-dearborn

Center for Social Justice and Inclusion

The Center for Social Justice and Inclusion values and celebrates the uniqueness of each individual. They provide programs, initiatives and activities that empower all students to meet their full potential, and experience meaningful involvement on campus and in the community.

 umdearborn.edu/center-social-justice-and-inclusion

Civic Engagement & Leadership

The Office of Student Life offers a wide array of opportunities for you to grow as a leader. Find your path to leadership through our many workshops and programs to develop leadership skills, and through initiatives to become engaged civically within our community, to affect change, and make a difference!

 umdearborn.edu/studentlife

Office of Graduate Studies

The Office of Graduate Studies helps not only during the application process, but also during your time at UM-Dearborn by providing orientation resources, competitions, and coordinating programming and events to serve the unique needs of graduate students. They partner with the 4 colleges, Experience+, the Library, and the Graduate International Student Organization (GISO) to help students grow professionally and personally.

 umdearborn.edu/gradstudies

International Students

The Office of International Affairs (OIA) supports international students from the time they are admitted to the University, throughout their academic journey at UM-Dearborn, and after graduation. In addition to helping establish a welcoming, supportive campus community, the OIA provides a variety of programming and services including immigration advising, workshops, and information sessions to enrich the University experience and ensure that international students thrive at UM-Dearborn and beyond.

 umdearborn.edu/internationaloffice




Counseling and Psychological Services

College can be stressful, and CAPS is here to help you maintain your mental health and wellness so you can succeed. While students may seek out counseling for reasons such as depressed mood, anxiety, or sexuality and/or gender questioning, all students are encouraged to contact CAPS if they start to feel overwhelmed. Currently enrolled students can take advantage of all of the services free – there is no cost for this important, confidential help. Available services include crisis intervention, individual therapy, group therapy, couples therapy, peer-led support groups and interactive workshops conducted by licensed mental health professionals.

 **(313) 593-5430** (includes after-hours support to connect with a licensed therapist)

 umdearborncaps@umich.edu

 umdearborn.edu/caps



Mental Health and Wellness Peer Educators are trained to provide education and support to fellow students through programming and weekly support groups.

 umdearborn.edu/mental-health-peer-educators

Dearborn Support

At UM-Dearborn, we are committed to your success. Our team is here to help you as you navigate critical incidents — or difficult times if/when you have an unexpected emergency such as a medical illness, losing a loved one, or experiencing an accident. We advocate on your behalf to professors and connect you to various resources.

2130A University Center (RUC)

 **313-593-5056** (please leave a voicemail)

 DearbornSupport@umich.edu

 umdearborn.edu/dean-students/dearborn-support

Study Abroad

Change your life with Study Abroad! Become globally literate by experiencing an in-depth study of another country and culture, while at the same time getting credit towards your degree. Study abroad assists students in the development of the academic, intercultural, professional, and personal skills and attitudes that today's employers are looking for.

 sa-umdearborn@umich.edu

 mnav.umdearborn.edu



Student Food Pantry

The Student Food Pantry (located in the Dearborn Support Office) is committed to student success by providing access to free resources such as food, baby products, school supplies, etc. Students must have been enrolled at UM-Dearborn within the academic year to be eligible. New and returning students are welcome during any open hours.

2130A University Center (RUC)

 **313-593-5056** (please leave a voicemail)

 DearbornSupport@umich.edu

 umdearborn.edu/dean-students/dearborn-support/student-food-pantry



Wolverine Wardrobe

The DS Wolverine Wardrobe is a place where students can find **FREE** gently used professional & winter clothing. Students must be currently enrolled at UM-Dearborn to be eligible; supplies include blazers, blouses, suit pants as well as hygiene and makeup products.

Individuals must be a currently enrolled UM-Dearborn student with a M-Card. Please bring your UMICH ID card for your visit. Students are eligible to visit based on need.

2116 University Center (RUC) 📞 313-593-5056 ✉️ DearbornSupport@umich.edu



Athletics

The University of Michigan-Dearborn is a member of the National Association of Intercollegiate Athletics (NAIA) and the Wolverine-Hoosier Athletic Conference (WHAC). There are 14 sports (men's and women's cross country, men's and women's soccer, volleyball, men's and women's basketball, men's and women's bowling, lacrosse, men's and women's golf, baseball, and softball). Men's and women's ice hockey compete in the American Collegiate Hockey Association.

🌐 athletics.umdearborn.edu

Wellness Center

Stay active by taking advantage of the fitness equipment and classes offered at the Wellness Center located in the Fieldhouse. New equipment (weights and cardio) were installed in March 2023. Show your student ID to have full access to the facility for free, excluding fitness classes. See website for current hours.

🌐 athletics.umdearborn.edu/information/wellness_center



Internships

Internships, cooperative education (co-ops), practicums, field placements – depending on your major, you may hear different terms but with similar meanings – are experiences that will help you build essential transferable skills that can be used in a professional setting.

Of course, every experience will be different, but here are some examples of skills developed while on an internship or co-op:

Analytical: Compiled, sorted and analyzed social media data to be used in client presentations.

Customer service: Interacted with customers in a professional and efficient manner.

Critical thinking: Developed a coupon discount program increasing client traffic by 15% in the first three months.

🌐 umdearborn.edu/internships

College of Education, Health, and Human Services (CEHHS)

Field Placement Office

Contact: cehhs-oss@umich.edu

More info: umdearborn.edu/cehhs/cehhs_fpo

College of Engineering and Computer Science (CECS)

CECS Experiential Learning Office

Contact: cecs-co-op@umich.edu

More info: umdearborn.edu/cecs/coop

College of Business (COB)

Internship & Career Management Center

Contact: umd-cob-icmc@umich.edu

More info: umdearborn.edu/cob/icmc

College of Arts, Sciences, and Letters (CASL)

CASL Internship Center

Contact: casl-internship-center@umich.edu

More info: umdearborn.edu/caslinternships

Create your profile & find internships and other opportunities in Career Connections at umdearborn.edu/careerconnections

Career Services

Your Strengths. Your Skills. Your Future! Career Services helps UM-Dearborn students and recent alumni identify their strengths and skills through personalized one-on-one coaching discussions, co-exploration of careers and majors, resources to prepare you for employment and effectively search for positions, and the facilitation of networking and professional development events. Through these events and activities, Career Services is a bridge that connects students, employers, and the community.

 umdearborn.edu/careerservices

Programs and Services

- One-on-one career coaching
- Employment search strategies
- Online tools & assessments
- Resume and cover letter reviews
- Major and career exploration
- Career Connections job board
- Career readiness workshops and events
- Career fairs and employer spotlights
- Professional Development Program
- Interview practice
- Employer/alumni networking events

Student Employment

Many students work while in college for a variety of reasons, but one is often to gain experience that prepares you for the professional workforce after you graduate. These experiences can help you develop transferable and professional skills, gain exposure to the diverse functionalities of a workplace, and can advance your career opportunities!

You may qualify for Federal Work Study. Work-Study is a federally-subsidized hourly wage job program which gives domestic students the opportunity to earn their award through employment. Work study can also be used off campus at some non-profits.



Not sure if you have work study?
Check your portal at my.umdearborn.edu

All on-campus employment is listed on careers.umich.edu

- In the "Job Search" box, select:
- Work Location: Dearborn
 - Full/Part-Time: Part-Time
 - Regular/Temporary: Temporary

National Scholarships and Fellowships

Have you ever considered a career in public service, going into scientific research, teaching English overseas, or attending a prestigious graduate school? If so, you should consider applying for major national scholarship or fellowship competitions.

 umdearborn.edu/national-scholarships

Research Opportunities

Experience+ manages research grants for students to pursue their research interests or present their work at a conference. Consider participating in the Summer Undergraduate Research Experience which provides students the paid opportunity to conduct research, receive mentorship from faculty, and gain professional development

 umdearborn.edu/experienceplus

Student Portal: My UM-Dearborn

Visit my.umdearborn.edu to view information, your financial aid award/ requirements, disbursement, and billing or payment information. You can also use this to register for classes, check grades or schedule appointments with many units across campus, including advising.

 umdearborn.edu/students



Financial Aid Resources

Sources of financial aid usually take the form of a loan, grant or scholarship – these are based on merit (academic achievement) and/or Expected Family Contribution (EFC) calculated in your Free Application for Federal Student Aid (FAFSA).

Students (and their families) are required to complete a Free Application for Federal Student Aid (FAFSA) each year to be considered for financial aid. Even if the circumstances have not changed, the new application will confirm your situation. Each financial aid program has special criteria so be sure to check the website. There you will also find a list of frequently asked questions (FAQs).

 umd-ask-ofa@umich.edu  umdearborn.edu/students/financial-aid

Emergency Resources

Life is unpredictable and often presents unexpected circumstances, which can cause significant hardships and stress. The university's emergency aid funds might help mitigate these expenses.

 umdearborn.edu/emergencyfundsandresources

Scholarship Opportunities

UM-Dearborn offers thousands of scholarships each year and you can apply for additional support through private scholarships. This includes freshman, transfer, graduate, current student and private scholarships.

 umdearborn.edu/fa_scholarships

International Students and Eligible Non-Citizens

Requirements vary for undergraduate and graduate international students, but there are scholarship and loan opportunities available! Students are encouraged to visit the website!

 umdearborn.edu/financial-aid/international



Computing on Campus

Information Technology Services (ITS) provides consistent and secure delivery of computing resources to the UM-Dearborn campus community. The Service Desk is available to answer questions and provide solutions for problems related to IT. Contact them for questions regarding:

- Uniquename and password issues (logging in to campus resources including My UM Dearborn Portal)
- UPrint (a printing service for all students)
- Campus computer labs/software for campus or home use
- Security and/or privacy concerns
- File storage or email (Dropbox or Google problems)

📞 (313) 593-HELP (4357) | Chat Portal: support.umd.umich.edu

✉️ Contact: umd-servicedesk@umich.edu 🌐 umdearborn.edu/its

Wifi

Information Technology Services (ITS) provides wifi for your devices to connect to the internet and U-M networks while on campus. The two major wifi networks are **MWireless** and **eduroam**. Instructions for getting connected to U-M provided wifi networks can be found on the [Get Connected](#) page.

MWireless

All university affiliates with a valid U-M email address and password should use MWireless when on campus because it is secure and encrypted. It is only available on 5GHz frequency—older devices that only support the 2.4 GHz frequency will not be able to see or use MWireless and can instead use eduroam.

eduroam

eduroam is available to students, faculty and staff when visiting other universities and colleges, and should be configured through MSetup before visiting other institutions.

Full access to U-M resources is available when using MWireless or eduroam. Available on the 2.4GHz & 5GHz frequencies.

UPrint

UPrint is a printing service for students in all UM-Dearborn colleges. Each term, registered students are allocated print credit (around 500 B&W pages). UPRINT release stations are located all over campus. Any job submitted via a lab computer, WebPrint or from Mobility Print can be processed at a release station.

🌐 myumi.ch/DwZbR

Tech Shop

The University of Michigan Tech Shop has your tech needs covered! Located in Ann Arbor, the Tech Shop provides discounted technology, services, and low-cost support for personal technology to all University of Michigan students, faculty, and staff. Students can use student account billing (SAB) as a payment option when ordering online (this means that you could potentially apply financial aid to the tech you need!) Ship-to-home is also available!

📞 (734) 647-2537 ✉️ techshop@umich.edu

🌐 [Order online today! techshop.umich.edu](https://techshop.umich.edu)

Canvas Support

Canvas is UM-Dearborn's learning management system, where you may find course content and information – the syllabus, resources, your grades, and in some courses you'll even complete assignments and quizzes/exams there.

To login, you can go to the bottom of any UM-Dearborn web page and click on Canvas or go to umdearborn.edu/canvas and choose the Academic Canvas option.

If you need assistance, the [Academic Canvas page](#) has a link for help and support - that lists help pages for specific topics as well as who you can contact for support. At the very bottom of the page, there is a link to the Canvas guide for students.

University Center Bookstore

The Bookstore has a complete line of new and used textbooks for purchase, rental, and digital download. Information regarding class materials specific for each course/section is available on the store's website and with their price match program, students can purchase textbooks at reduced/equal costs compared to the local competitors.

🌐 umd.bncollege.com

Equity, Civil Rights and Title IX Office

The office assists individuals who have concerns about discrimination and discriminatory harassment, including sexual and gender-based misconduct or discrimination/harassment on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status. Any individual who is concerned that they have experienced discrimination or discriminatory harassment, including sexual misconduct, in a University program or activity is encouraged to contact them to learn more about resources and available options.

✉️ ECRT-Dearborn@umich.edu 📞 (313) 436-9194

🌐 umdearborn.edu/equity-civil-rights-and-title-ix-office

INCIDENT REPORT FORM:

The university has one central area to report incidents of discrimination, harassment, hate, sexual assault, bias, instances of concern, safety and campus community wellbeing, student conduct issues and grade grievances.

myumi.ch/6jZx3



Department of Public Safety

The University of Michigan-Dearborn Department of Public Safety is service-oriented, and its mission is to help promote a safe environment for UM-Dearborn students, visitors, faculty, and staff.

DIAL 9-1-1 in an emergency. Cellular 911 calls ring into the City of Dearborn United Dispatch Center, who will contact UM-Dearborn Department of Public Safety to respond. Campus phone 911 calls ring directly into the UM-Dearborn Department of Public Safety Dispatch Center.

Emergency Phones connect directly to dispatch; pick-up any campus emergency phone to be immediately connected to the dispatch office. **DIAL (313) 593-5333 to contact our 24-Hour Dispatch.**

Contact:

Dispatch Phone (24/7): (313) 593-5333

Business Office Phone: (313) 593-9953

E-mail: public-safety-requests-UMD@umich.edu

Department Business Office Hours: 8:00 AM – 5:00 PM

UM-Dearborn Emergency Alert: myumi.ch/JmYmk

SENIOR OFFICERS

Domenico Grasso, Chancellor

Gabriella Scarlatta, Provost and Executive Vice Chancellor for Academic Affairs

Bryan Dadey, Vice Chancellor for Business Affairs

Kenneth C. Kettenbeil, Vice Chancellor for External Relations

Carrie Shumaker, Director of Information Technology, Strategy and Operations and Chief Information Officer

Cassandra Ulbrich, Vice Chancellor for Institutional Advancement

ACADEMIC DEANS

Frédéric Brunel, College of Business

Dagmar Budikova, College of Arts, Sciences, and Letters

Ghassan Kridli, College of Engineering and Computer Science

Ann Lampkin-Williams, College of Education, Health, and Human Services

REGENTS OF THE UNIVERSITY

Jordan B. Acker, Huntington Woods

Michael J. Behm, Grand Blanc

Mark J. Bernstein, Ann Arbor

Paul W. Brown, Ann Arbor

Sarah Hubbard, Okemos

Denise Ilitch, Bingham Farms

Ron Weiser, Ann Arbor

Katherine E. White, Ann Arbor

Santa J. Ono, Ann Arbor, ex officio

NONDISCRIMINATION POLICY STATEMENT

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity, and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY **734-647-1388**, institutional.equity@umich.edu. For other University of Michigan information call **734-764-1817**. University of Michigan-Dearborn inquiries or complaints may be addressed to the Dearborn Office for Institutional Equity, 1114 Administration Building, 4901 Evergreen Road, Dearborn, MI 48128-2046, **313-436-9194** or InstitutionalEquityDearborn@umich.edu.

ACCESSIBILITY STATEMENT GUIDELINES

Materials inviting attendance at events on campus or at campus-sponsored events off-campus should identify the office to be contacted to request accommodations for the disabled and specify a deadline one week prior to the event by which the contact should occur so arrangements can be made. When accommodations are requested, please contact the Institutional Equity Officer (593-5190) who will work with the sponsoring unit to provide what is required. The following is an example of an ADA-compliant statement that must be included on all materials: Anyone requiring accommodations under the provisions of the ADA should contact (name/number/ email address of unit contact) prior to (month/day/year) to allow time for arrangements to be made.