



DO-IT

Equal Access: Universal Design of Registration

A Checklist for the Universal Design of Registration
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As increasing numbers of people with disabilities pursue educational opportunities at all levels, the accessibility of registration offices and other student services increases in importance. The goal is simply equal access; everyone who needs to use your services should be able to do so comfortably and efficiently.

Administrators and support staff in the registration office should consider how accessible their services are to all students on campus, including those with disabilities. Some access questions that may arise include, "Is my staff knowledgeable and comfortable in dealing with students with disabilities?", "Are our web resources accessible?", "Are our publications available in accessible formats?"

Legal Issues

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 prohibit discrimination against individuals with disabilities. According to these laws, no otherwise qualified person with a disability shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of a public entity. This means that post-secondary student services, as well as academic programs, must be accessible to qualified students with disabilities.

Universal Design

To make your registration services accessible, employ principles of universal design. Universal design means that rather than designing your facility and services for the average user, you design them for people with a broad range of abilities, disabilities, ages, reading levels, learning styles, native languages, cultures, and other characteristics. Keep in mind that students and other visitors may have learning disabilities or visual, speech, hearing, and mobility impairments. Preparing your program to be accessible to them will make it more usable by everyone and minimize the need

for special accommodations. Make sure everyone feels welcome, and can

- get to the facility and maneuver within it,
- communicate effectively with support staff,
- access printed materials and electronic resources, and
- fully participate in events and other activities.

Train staff to support people with disabilities, respond to specific requests for accommodations in a timely manner, and know whom they can contact on campus if they have disability-related questions.

Guidelines and Examples

The following questions can guide you in making registration services universally accessible. Your disabled student services office may also be able to assist you in increasing the accessibility of your unit. This content does not provide legal advice. Consult your campus legal counsel or ADA/504 compliance officer regarding relevant legal issues. Consultation with your regional Office for Civil Rights (OCR) can also help clarify issues.

Planning, Policies, and Evaluation

Consider diversity issues as you plan and evaluate services.

- Are people with disabilities, racial and ethnic minorities, men and women, young and old students, and other groups represented on your staff in numbers proportional to those of the whole campus or community?
- Do you have policies and procedures in place that ensure access to facilities, printed materials, computers, and electronic resources for people with disabilities?
- Do your procurement processes and procedures for software, technology, and furnishings comply with federal and state legislation (e.g. sections 504 and 508) regarding accessibility standards?
- Do you have a procedure to ensure a timely response to requests for disability-related accommodations?



- Are disability-related access issues addressed in your evaluation methods?

Physical Environments and Products

Ensure that facilities, activities, materials, and equipment are physically accessible to and usable by all students and that all potential student characteristics are addressed in safety considerations.

- Are there parking areas, pathways, and entrances to the building that are wheelchair-accessible and clearly identified?
- Are all levels of the facility connected via an accessible route of travel?
- Are there maps available that designate accessible travel routes and building entrances?
- Are there ample high-contrast, large-print directional signs to and throughout the office?
- Do elevators have both auditory and visual signals for floors? Are elevator controls accessible from a seated position and available in large print and Braille or raised notation?
- Are wheelchair-accessible restrooms with well-marked signs available in or near the office?
- Is adequate light available?
- Is at least part of a service desk or counter at a height accessible from a seated position?
- Are aisles kept wide and clear of obstructions for the safety of users who have mobility or visual impairments?
- When there is a need to meet with an individual who uses a wheelchair, is there an office or meeting room available that is accessible?
- Are telecommunication devices for the deaf (TTY/TDD) available?

Consult the *ADA Checklist for Readily Achievable Barrier Removal* at <http://www.usdoj.gov/crt/ada/checkweb.htm> for more suggestions. For computing facilities, consult the *Equal Access: Universal Design of Computer Labs* video and publication at <http://www.washington.edu/doiit/Video/equal.html>.

Staff

Make sure staff are prepared to serve all current and prospective students.

- Do staff members know how to respond to requests for disability-related accommodations, such as sign language interpreters and documents in alternate formats?

- Are staff members aware of how to access accommodation or assistive technology resources (Braille printers, interpreters, large print, electronic text, speech output software, etc.) that are available on campus?
- Are all staff members aware of issues related to communicating with students with different characteristics regarding race and ethnicity, age, and disability? (See “Communication Hints” at the end of this publication.)

Information Resources and Technology

If your learning center uses computers as information resources, ensure these systems employ accessible design, that staff members are aware of accessibility options, and systems are in place to make accommodations.

- Do pictures in your publications and website include people with diverse characteristics with respect to race, gender, age, and disability?
- In key publications and on your website, do you include a statement about your commitment to universal access and procedures for requesting disability-related accommodations? For example, you could include the following statement: “Our goal is to make all materials and services accessible. Please inform staff of accessibility barriers you encounter, and request accommodations that will make activities and information resources accessible to you.”
- Are printed publications available in alternate formats such as Braille, large print, and electronic text?
- Are key documents provided in a language(s) other than English?
- Are printed materials within easy reach from a variety of heights and without furniture blocking access?
- Do electronic resources, including web pages, adhere to accessibility guidelines or standards adopted by your institution or your office? Is every step of your online registration process accessible to people with disabilities? *Guide to the Section 508 Standards for Accessible Electronic and Information Technology* (<http://www.access-board.gov/sec508/guide/>) and *World Wide Web Consortium’s Web Content Accessibility*



Guidelines (<http://www.w3.org/WAI/>) are most commonly used. For information about making your website accessible to everyone, consult the *World Wide Access: Accessible Web Design* video and publication at <http://www.washington.edu/doit/Video/www.html>.

- Do you ask vendors about accessibility features (e.g., captioned video, compatibility with assistive technology) before purchasing computers and software?
- Is an adjustable-height table available for each type of workstation to assist students who use wheelchairs or are small or large in stature?
- Do you provide adequate work space for both left- and right-handed users?
- Are large-print key labels available to assist students with low vision?
- Is software to enlarge screen images and a large monitor available to assist students with low vision and learning disabilities?
- Do you provide a trackball to be used by someone who has difficulty controlling a mouse?
- Are staff members aware of accessibility options (e.g., enlarged text feature) included in computer operating systems and of assistive technology available in the facility?
- Are procedures in place for a timely response for assistive technology?

For more information about assistive technology, consult the videos and publications at <http://www.washington.edu/doit/Resources/at.html>.

Checklist Updates

This checklist was field tested at more than twenty postsecondary institutions (see <http://www.washington.edu/doit/Brochures/Academics/admin.html>). The result of a nationwide survey to test face-validity of checklist items led to further retirement of the checklist. To increase the usefulness of this working document, send suggestions to sherylb@u.washington.edu.

Additional Resources

An electronic copy of the most current version of this publication as well as additional useful brochures can be found at <http://www.washington.edu/doit/Brochures/>. A 14-minute video, *Equal Access: Student Services*, demonstrates key points summarized in this publication. It may be freely viewed online at http://www.washington.edu/doit/Video/ea_student.html

and purchased in DVD format from DO-IT. Consult <http://www.washington.edu/doit/Video/> for access to this and other videos that may be of interest. Permission is granted to reproduce DO-IT videos and publications for educational, noncommercial purposes provided the source is acknowledged.

The Student Services Conference Room at <http://www.washington.edu/doit/Conf/> includes a collection of documents and videos to help you make student services accessible to everyone. *The Conference Room* also includes a searchable Knowledge Base of questions and answers, case studies, and promising practices. For more information about applications of universal design consult <http://www.washington.edu/doit/Resources/udesign.html>.

About DO-IT

DO-IT (Disabilities, Opportunities, Internetworking, and Technology) serves to increase the success of individuals with disabilities in academic programs and careers. Primary funding for DO-IT is provided by the National Science Foundation, the State of Washington, and the U.S. Department of Education. The content of this publication and accompanying video were developed under a grant from the U.S. Department of Education (No. P333A020044). However, these contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. For further information, to be placed on the DO-IT mailing list, or to request materials in an alternate format, contact:

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Communication Hints

Treat people with disabilities with the same respect and consideration with which you treat others. There are no strict rules when it comes to relating to people with disabilities. However, here are some helpful hints.

General

- Ask a person with a disability if he or she needs help before providing assistance.
- Talk directly to the person with a disability, not through the person's companion or interpreter.
- Refer to a person's disability only if it is relevant to the conversation. If so, mention the person first and then the disability. "A man who is blind" is better than "a blind man" because it puts the person first.
- Avoid negative descriptions of a person's disability. For example, "a person who uses a wheelchair" is more appropriate than "a person *confined* to a wheelchair." A wheelchair is not confining— it's liberating!
- Do not interact with a person's guide dog or service dog unless you have received permission to do so.

Blind or Low Vision

- Be descriptive. Say, "The computer is about three feet to your left," rather than "The computer is over there."
- Speak all of the content presented with overhead projections and other visuals.
- When guiding people with visual impairments, offer them your arm rather than grabbing or pushing them.

Learning Disabilities

- Offer directions or instructions both orally and in writing. If asked, read instructions to individuals who have specific learning disabilities.

Mobility Impairments

- Sit or otherwise position yourself at the approximate height of people sitting in wheelchairs when you interact.

Speech Impairments

- Listen carefully. Repeat what you think you understand and then ask the person with a speech impairment to clarify or repeat the portion that you did not understand.

Deaf or Hard of Hearing

- Face people with hearing impairments so they can see your lips. Avoid talking while chewing gum or eating.
- Speak clearly at a normal volume. Speak louder only if requested.
- Use paper and pencil if the person who is deaf does not read lips or if more accurate communication is needed.
- In groups raise hands to be recognized so the person who is deaf knows who is speaking. Repeat questions from audience members.
- When using an interpreter, speak directly to the person who is deaf; when an interpreter voices what a person who is deaf signs, look at the person who is deaf, not the interpreter.

Psychiatric Impairments

- Provide information in clear, calm, respectful tones.
- Allow opportunities for addressing specific questions.