

Disability Resource Center Student Handbook



The Disability Resource Center (DRC) is dedicated to ensuring equal access, opportunity, and participation in the University's courses, programs, services, and facilities through the determination of reasonable accommodations. The DRC promotes accessibility awareness through the development of student self-advocacy, and collaboration with campus partners; serving as a valuable resource for the Salisbury University campus community in supporting the success of students with disabilities.

This handbook was created to inform students with disabilities of the services and resources available on and off SU's campus. It outlines student rights and responsibilities related to reasonable accommodations. This handbook is updated annually.

If you have any questions about student rights, responsibilities, or DRC policies/procedures, please contact the DRC at 410-543-6087 or by email at disabilitysupport@salisbury.edu.

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Disability Resource Center Overview

Location	Guerrieri Student Union, Room 229
Email	disabilitysupport@salisbury.edu
Phone	410-543-6087
Fax	410-543-6088
TTY	410-543-6083

DRC Office Staff

Position	Name	Email
Director	Candace Henry	cnhenry@salisbury.edu
Assistant Program Director	Jalesa Hull	jrhill@salisbury.edu
Student Accessibility Specialist	Hannah Prouse	heprouse@salisbury.edu
Administrative Assistant	Latisha Brewington	lwbrewington@salisbury.edu
Testing Coordinator	Ilesha Purnell	irpurnell@salisbury.edu

DRC Hours of Operation

Monday-Friday 8:00 am- 4:30 pm

DRC Testing Center Hours

Monday-Friday 8:00 am-4:30 pm

*Extended hours available during final exam week

Scheduling Appointments

There are multiple ways to schedule an appointment with DRC staff, please select **one** of the following:

1. Contact the DRC by phone at (410) 543-6087 or email at disabilitysupport@salisbury.edu.
2. Submit a request through the AIM portal.
3. Stop by the DRC (during our hours of operation) to schedule.

Confidentiality/Release of Information/Discrimination

Disability-related information provided to Salisbury University's Disability Resource Center is considered an educational record and therefore falls under the protection of the Family Educational Rights and Privacy Act (FERPA). FERPA permits the Disability Resource Center to share information about the impact of a disability and accommodation eligibility with others at Salisbury University (a "School Official") who have a Legitimate Educational Interest in the information.

School Officials include, but are not limited to, Salisbury University faculty and instructional staff, residence life staff, case manager(s), academic deans and advisors, campus police and security, counseling or health center staff, and other University administrators.

Pursuant to FERPA regulations, a "Legitimate Educational Interest" refers to a School Official who needs to review a student's educational record or receive educational record information to perform advisory, instructional, supervisory, legal, or other administrative duties for the University. Sharing of student information for these purposes does not require student consent under FERPA.

Note that disclosure of educational record information to a School Official having a Legitimate Educational Interest does not authorize further disclosure of the information to others, including other University faculty or staff unless that individual also has a Legitimate Educational Interest in the information.

A student may grant written permission to discuss their disability with parents, coaches, and/or advisors who require further information. Disability-related information will be shared only on a limited basis within the institutional community. Information will not be released without consent unless federal or state law requires it.

Discrimination

SU prohibits and will not tolerate any form of discrimination. Prohibited discrimination includes both sex and gender discrimination as well as non-sex-based discrimination including, but not limited to, claims of discrimination based on age, class, citizenship, color, disability, ethnicity, gender, gender identity or expression, genetic information, immigration status, marital status, national origin, pregnancy, race, religion, sex, sexual orientation or veteran status. View more information about SU's [discrimination policies](#).

Direct all inquiries regarding discrimination to:

Humberto Aristizabal, Associate VP of Institutional Equity / Title IX Coordinator

Holloway Hall Room 100

410-543-6426

hxaristizabal@salisbury.edu

equity@salisbury.edu

Student Rights and Responsibilities

The Rehabilitation Act and the Americans with Disabilities Act (ADA) mandate that no otherwise qualified student shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by Salisbury University.

Students with disabilities have both rights and responsibilities.

Student Rights

- Students with disabilities have the right to self-identify to the Disability Resource Center (DRC) and seek classification as a student with a disability by following the DRC's procedures for Requesting Accommodations, Modifications, Aids, and Services.
- Students with disabilities have the right to request reasonable accommodations, auxiliary aids and services, and/or modifications to University policies, by initiating such requests with the DRC by following the DRC's procedures for Requesting Accommodations, Modifications, Aids, and Services.
- Students with disabilities have the right to be approved for and receive reasonable accommodations, auxiliary aids and services, and/or modifications to University policies, as related to the impact(s) of their disability(ies) and which do not impose a fundamental alteration to the nature of a service, program, or activity, and/or an undue financial and administrative burden to the University. Commonly requested reasonable accommodations, aids, services, and modifications may include but are not limited to: extended time for completing timed course assessments (tests, quizzes, etc.); alternatively formatted course materials (enlarged handouts, texts in audio format, texts in Braille, etc.); access to sign language interpreting services; and approval for priority registration.
- Students with disabilities have the right to initiate, terminate, and request changes to their accommodations, auxiliary aids and services, and/or modifications plans, as approved by the DRC, at any time during their enrollment at the University by contacting the DRC.
- Students with disabilities have the right to appeal any and all decisions made by the DRC by initiating the Student Grievance Procedures for Decisions Made by the DRC.
- Students with disabilities have the right to confidentiality regarding their disability(ies) and disclosure of information, except when required or permitted by law.

Student Responsibilities

- Those students with disabilities who wish to request accommodations, modifications, aids, and/or services, as related to their disability(ies), are responsible for following the DRC's procedures for Requesting Accommodations, Modifications, Aids, and Services, in a timely fashion.
- Students with disabilities are responsible for meeting with their professors and relevant University staff, in a timely fashion (either in-person or virtually), in order to, discuss plans for implementing DRC-approved accommodations, modifications, aids, and/or services.
- Students with disabilities are responsible for engaging with their professors and University staff on an ongoing basis, as needed, in order to maintain the implementation of their accommodations.
- Students with disabilities are responsible for meeting and maintaining the University's fundamental academic and technical standards, either with or without the use of accommodations, modifications, aids, and/or services as related to their disability(ies).
- Students with disabilities are responsible for notifying the DRC staff of any questions, issues, or concerns that they may have, regarding their accommodations, modifications, aids, and/or services in a timely fashion.

Accommodation Expectations/DRC Accommodation Letters

Accommodations are provided for the purpose of ensuring equal access to education. However, they are not a guarantee of a certain grade and/or success in a particular class; rather, they are intended to “level the playing field” for students with disabilities. Students with disabilities are expected to fulfill all academic and course requirements and evaluation standards, as is expected of all students.

Accommodations for permanent or temporary disabilities are approved on a case-by-case basis. Accommodations are approved based on the documentation, the impact of each student’s disability/condition, and the Disability Resource Center’s (DRC) interactive process (initial intake) with each student regarding their strengths, concerns, and needs. An accommodation that is reasonable in one class may not be reasonable in another.

No accommodation will be provided if it compromises or alters essential elements or evaluation standards of a course or program. They are considered classroom supplements and do not replace regular classroom attendance or participation.

If students intend to use accommodations during a semester, they **MUST** log into AIM and send their DRC Accommodation Letters.

Requesting DRC Accommodation Letters through AIM

1. Log into AIM with your SU username and password. (Duo is required)
2. Under Select Accommodations for Your Class, you should find all the classes for which you are currently registered.
 - **Under Step 1:** Select Classes, check the box next to each class for which you’d like to use accommodations.
 - **Click Step 2:** Continue to Customize Your Accommodations.
 - Select the accommodation(s) you would like to use for **each** class.

Please note: Testing accommodations are grouped into the category titled Alternative Testing. For example, if you are eligible for 50% extended time and reduced distraction testing, those accommodations are included in Alternative Testing.

3. After you’ve selected the appropriate accommodations, select the check box requesting the DRC to email your letter to your faculty member.
4. Once you have completed this process for each of your classes, click the button titled, Submit Your Accommodation Requests. Your screen should read “**System Update is Successful**”.

It is critical that students send their DRC Accommodation Letters to their professors (through AIM) as early in the semester as possible, discuss how their approved accommodations will be implemented in each course, and follow up with professors throughout the semester as the need to utilize accommodations arises. Remember, accommodations are not retroactive.

Denied Accommodations

If a professor, denies you access to any of your **DRC-approved** accommodations, please contact the DRC as soon as possible.

Meeting with Professors

The DRC encourages students to schedule an in-person or virtual meeting with their Professor(s), as early in the semester as possible to discuss the implementation of their approved accommodations (typically during office hours or another mutually agreed upon time). *Please remember that accommodations are **not** retroactive.*

Example email to professors to discuss accommodations:

“Dear Professor Smith,

My name is Candace Henry (ID#1204324), and I am a student in your ENG 101-203 course this semester. I would like to schedule a time to meet with you in person or via Zoom to discuss the implementation of my approved accommodations. I look forward to speaking with you soon.”

When meeting with each of your professors:

- Discuss how each accommodation listed on your DRC Accommodation Letter will be used in the course.
- **Remember:** you are **NOT** required to disclose your disability to faculty, you may find general phrases helpful while discussing accommodations. These could include: *“I have a chronic condition,”* or *“My ongoing medical situation causes...”* It is up to you how much you want to share with your professor, and disclosure to your professor is not required to receive your DRC-approved accommodations/services.



Priority Registration



Priority Registration allows a DRC-registered student to register for classes on the first day of the registration period each semester.

- This provides the opportunity to arrange a schedule (to the greatest extent possible) that is suitable based on a student's disability-related needs.
- Priority registration does **not** override any University or departmental policies such as the need to meet with an academic advisor, removal of any holds, permission number requirements for specific courses, etc.
- Priority registration does **not** guarantee the provision of classes at specific times.
- Instructions are emailed to eligible DRC-registered students in **Sept/Oct for the upcoming Spring semester and in Feb/Mar for the upcoming Fall semester.**

Alternative Testing Environment/DRC Testing Center



Alternative testing is available to DRC-registered students with approved for testing accommodations. Our trained DRC Test Center staff is courteous and committed to offering a confidential environment that is accessible to all individuals.

All tests are by appointment only and must be scheduled **at least 3 business days in advance**.

Example testing accommodations:

- Extended time
- Alternative testing environment
- Breaks
- Reader/Scribe

Scheduling Online Exams (MyClasses/Canvas)

Students seeking to utilize their testing accommodations are not typically required to take MyClasses/Canvas exams at the DRC Testing Center in order to receive extended time if their class is not taking the exams in a proctored environment as well.

- If a test is online and not proctored, students are responsible for reminding the instructor to set the test for the appropriate extended time (e.g., "Professor Smith, as per my accommodation letter, please set my online test for 50% extended time."). Students should communicate with their instructors at least **one week** prior to their scheduled exams to confirm a plan for requesting extended time for online exams.

DRC Testing Center

- ❖ Located on the 2nd floor of the Guerrieri Student Union, Room 229 (around the corner from the DRC main office)
- ❖ Hours of Operation: Monday-Friday 8:00 a.m. to 4:30 p.m. (Exams should begin and end during DRC hours of operation, extended test proctoring hours are available during final exam week).
- ❖ The test should be scheduled for the same time as your class; changes **MUST** be approved by your faculty.

NOTE: Use of the DRC Testing Center is **NOT** required to utilize your approved testing accommodations. Please ask your professors how your approved testing accommodations will be received throughout the semester.

Reserving space in the DRC Testing Center/Completing the Online Test Request form through AIM:

Students **MUST** complete the online test request form at least **3 business days** before the scheduled exam, test, or quiz.

- Log in to the AIM Portal (DUO required).
- In the left side column, click on “Alternative Testing” found under the “My Accommodations” tab.
- Select the class you wish to schedule an exam from the drop-down menu. Then, click “Schedule an Exam”.
- Fill in the required information under "Exam Detail". **Remember:** Students should test at the same time and date as the class, alternative dates must be approved by your faculty.
- Once the form is complete, click “Add Exam Request”.

On Test Day:

- **Arrive on time.** It is recommended that students arrive 5-10 minutes (but no more than 15 minutes) prior to the start of the test. This allows time for the proctor to give testing instructions and for students to put away any personal belongings. If a student is late, those minutes will be deducted from the allotted time. Professors will be notified.
- **Present SU ID** prior to taking a test.
- **Bring only permitted materials into the testing stations.** Approved testing materials can be found on DRC Testing Agreement for each specific course.
 - Notes- Students may only use notes if an instructor has indicated to the DRC that they are allowed. Notes may be collected, attached to the completed test, and forwarded to the instructor upon request.
 - Scratch paper will be provided by the Test Center if approved by your professors. Scratch paper may be collected, attached to a student’s completed test, and forwarded to the instructor upon request.
- **Prohibited items include,** but are not limited to: backpacks, purses, cell phones, smart watches, fitness trackers, photographic/recording devices, or any other electronic devices. Possession of prohibited items or accessing unapproved resources at the testing station will result in the immediate termination of the exam and instructor notification.

Student Conduct and Disciplinary Action

- In addition to the Testing Coordinator and proctors performing regular walkthroughs, computer monitoring software, and lockdown browsers are utilized to maintain an environment of academic integrity. Students are expected to demonstrate academic integrity in accordance with the Salisbury University Code of Community Standards at all times. Any violations will result in immediate termination of the student’s exam and the incident will be reported to your professor, which may result in disciplinary action.

Questions regarding accommodated testing with the DRC? Please visit the DRC Testing Center section of our webpage or contact the DRC Testing Coordinator, Iesha Purnell at drctestcoordinator@salisbury.edu.

Accommodation Instructions

Books in Alternative Format (If Applicable)

Important: Students should attempt to purchase books in their preferred format.

Students with approved books in alternative format accommodations should complete the following steps:

1. Use the SU Bookstore to look for course textbooks. Textbooks can be purchased through SU, Amazon, or other suppliers
2. Complete the Online Requests for Books in Alternative Format form.
3. DRC staff will complete your request and contact you via email once your request is complete.



Audio recording course lectures (If Applicable)

According to 844.4 Section of 504 of the Rehabilitation Act of 1973 P.L. 93-112, amended P.L. 93-516, institutions of higher education must provide auxiliary aids and services to students with documented disabilities and not deny equal access to the institution's programs, courses, and activities. For a variety of reasons, some students are not able to take adequate notes during class. Audio recorders are a legitimate auxiliary aid to supplement or substitute note-taking for some students with disabilities. Students with disabilities who are unable to take or read notes have the right to audio record class lectures for their personal study only.

Do's

- Provide faculty a copy of the approved memorandum of accommodations for the current academic year.
- Discuss the implementation of the recording accommodation with faculty.
- Recordings should refer only to content required for evaluation.

Don'ts (without prior consent from your professors)

- Do not share recordings with others or profit financially from the contents.
- Do not publish or quote the contents of the audio recording.
- Do not record classes or portions of classes that involve personal discussion and/or self-disclosure (that is not being evaluated).

To discuss audio-recording options, please contact the DRC.

DRC Services/Programs

- **Intake: Determining and implementing reasonable accommodations/services**

The initial intake is a required appointment and is typically the first appointment you will experience when requesting accommodations/services at the DRC. The intake is scheduled for a 60-minute time frame and is geared toward gathering information to thoroughly assess the student's academic and social needs, as well as to identify/discuss on and off-campus resources. Through an interactive process, DRC staff will meet with you to discuss your request for accommodations/services, strengths, challenges, and the likely impact of your disability on your educational experiences at Salisbury University (SU).

- **General Check-ins**

A support service for DRC-registered students who wish to periodically "check in" with DRC staff to discuss topics such as academic performance/progress. General check-ins are a great accountability tool and a way to stay connected to the DRC programs and services!

- Assistive Technology Training

- Career/Major Exploration

- Housing/Dining/ESA Accommodations

- **Academic Skill-Building**

A support service for students registered with the DRC who want to improve their academic and self-management skills, such as time management, organization, and study skills. We offer this support to help students achieve their academic goals along with self-advocacy and independence.

- **Self-Advocacy Support**

Staff can provide guidance on how to improve self-advocacy and skills toward independence

- **Delta Alpha Pi International Honor Society**

Delta Alpha Pi (DAP) is an academic honor society founded to recognize high-achieving students with disabilities who are attending colleges (including community colleges) and universities as undergraduate or graduate students. This dynamic organization celebrates and supports academic achievement, leadership, and advocacy for post-secondary students with disabilities.

- **Peer Mentoring**

Upon request and availability, DRC-registered students may participate in the DRC Peer Mentoring Program. Students will be paired with a knowledgeable peer mentor who will further assist with acclimating to and navigating the campus; connecting with campus resources; and becoming socially engaged in campus events and activities throughout the academic year.

- Accommodation-related questions/concerns

- Referrals to on and off-campus resources (See pg 16 for a list of Campus Resources)

For questions or additional information about DRC programs and services, please contact the DRC.

Overview of the Grievance Process

Salisbury University has adopted this grievance procedure for students with disabilities, as the means to provide for prompt and equitable resolution of grievances. The University and the student may agree to resolve any grievance informally at any time during any formal or informal process. While we encourage students to use the Informal Grievance Process first to resolve concerns, this is not required. The grievance process may be applicable if a student has concerns related to:

- Denial of academic adjustments, accommodations, services, or modifications related to a SU course
- Inaccessibility of a SU course, program, service, activity, facility, or parking
- Previously granted accommodations that are not being implemented

Informal Grievance Process

If you have a question or a grievance about a decision made by the University related to reasonable accommodations, you should first communicate with DRC Director.

- Students are encouraged to discuss the matter in person or in writing with the DRC Director.
- If the DRC Director is unable to assist in informally resolving the concern(s), the student will be referred to the formal process and/or appropriate resource.
- If the DRC Director is involved in the concern(s), the student should report to the Assistant Vice President of Student Affairs/Dean for Students to follow formal grievance procedures. The Assistant Vice President of Student Affairs/Dean for Students has the discretion to designate an appropriate officer to review the appeal ("designee").

The University and the student may agree to resolve any grievance informally at any time during any formal or informal process.

Formal Grievance Process

A student or the University may elect to proceed to a formal grievance process at any time.

Step One: Students who wish to formally appeal accommodation decisions must submit a written appeal letter to the Assistant Vice President of Student Affairs/Dean of Students, or designee. Written appeals should clearly define the basis of the appeal and a proposed resolution to the situation. Any relevant documentation should be enclosed with the appeal. The Assistant Vice President of Student Affairs/Dean of Students, or designee, will develop an appropriate investigational process depending on the circumstances surrounding the reasonable accommodations grievance. The Assistant Vice President of Student Affairs/Dean of Students, or designee, will respond to the student filing the appeal in writing within 15 working days of receiving the appeal.

Step Two: If the response of the Assistant Vice President of Student Affairs/Dean of Students, or designee, is not satisfactory to you, you have five (5) working days, following the receipt of a response, to file an appeal with the Vice President of Student Affairs. All prior written responses related to the appeal should be enclosed with this appeal. The Vice President will respond to the student filing the appeal in writing within 15 working days of receiving the appeal. The decision of the Vice President of Student Affairs is final.

Emergency Evacuation

The Disability Resource Center recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. The University, therefore, asks all individuals who may need assistance in an emergency to self-identify themselves to the University.

For questions regarding the process for requesting emergency evacuation assistance, please contact the DRC.



Tips and Checklist

We are glad you are here, and we want to assist you. To make your time at SU more successful, we have prepared the following list of suggestions and checklist:

- If a professor has questions about your accommodations, please refer them to the DRC. We will be happy to work with them and you to resolve all questions to everyone's satisfaction.
- Advocate for yourself politely and consistently with your professors and others. You will find most people are eager to listen to what you have to say and are willing to work with you.
- Talk with your professors about problems you may be experiencing and work with them toward solutions. Keep the DRC informed. College courses can be challenging and require many hours of work.
- Use all the resources that SU offers (see list of campus resources on pg.15-17).
- Pay careful attention to each class's syllabus. Make sure you're familiar with each instructor's rules, attendance policy, and grading scale. Knowing and paying careful attention to these details can keep you from making time-management mistakes and discourage you from cutting when attending class is so vital to your success. Every class is different, so planning ahead is vital for success.
- Plan your time carefully, setting aside regular study times every day.
- Work closely with your academic advisor(s) to balance your schedule each semester, planning your most challenging courses at your best time of day when your attention is at its most efficient operating level.
- Try to include at least one class that you will really enjoy every semester!
- Keep all of your classwork and papers organized into separate notebooks. Take good notes every day and date all of your notes and handouts. Keep a thorough day planner and mark important due dates and test dates. Use the DRC Student Semester Checklist (on page 18) as a guide.

Last, of all, keep a positive attitude. Stay focused on the positive and avoid negative thinking, and contact the DRC with any questions or concerns related to accommodations/services!

DRC Student Semester Checklist

Before Classes Begin

- Log in to AIM review and acknowledge all required documents and submit your DRC Letter of Accommodation to your professors.
- If approved for E-books (Kurzweil), submit completed request forms as soon as possible.

Beginning of the Semester

- If approved for a smartpen or recording device, stop by the DRC to pick up your device (first day of class).
- Speak with your professors about how your accommodations will be implemented in each of your courses.
- Finalize your course schedule. Be aware of the semester drop/add deadline.
- Add assignment deadlines, testing dates, and other important reminders to your planner or calendar. Make updates if dates change throughout the semester.
- Review your syllabi and schedule all tests to be taken with the DRC Testing Center.
- Start off Strong: Schedule an academic skill-building session with the DRC. *To schedule, please request an appointment through the Student-AIM portal or contact the DRC at (410) 543.6087.*

Middle of the Semester

- Prepare for priority registration for the next semester:
 - Review and adhere to the instructions/deadlines as outlined in your DRC Priority Registration Email.
 - Meet with the academic advisor.
 - Check GullNet to make sure your registration date is correct.
- Register for classes.

End of Semester

- Schedule final exams to be taken with the DRC Testing Center at least two weeks before final exams.
- Seniors, schedule an appointment to discuss accommodations for graduate school and/or employment.
- Return any borrowed technology to the DRC.

Throughout the Semester

- Remain in contact with professors about coursework and attendance requirements.
- Request DRC Testing Center proctoring services at least 3 business days in advance. Final exam requests require 2 weeks' notice.
- Follow up with the DRC to discuss your progress, accommodation-related concerns, referrals to on and off-campus resources, and/or schedule academic skill-building sessions.

Campus Resources

Guerrieri Student Union (GSU)

- Disability Resource Center (DRC): Assist students with w/disabilities with resources/services related to exam accommodations, assistive technology training, alternative textbooks and course materials, resource counseling, voter registration assistance, academic coaching, and advocacy. For more information, including how to schedule an appointment with the DRC, please visit <http://www.salisbury.edu/students/drc/> (Located on the 2nd floor, room 229)
- Career Services: Assist students in all aspects of career-related services including job and internship searches, cover letter reviews, mock interviews, and individual appointments. For more information, including how to schedule an appointment with Career Services, please visit <https://www.salisbury.edu/careerservices/welcome.html> (Located on the 1st floor, room 133)
- Counseling Center: Assist students in their personal, emotional, and social development and to support their academic success. For more information, including how to schedule an appointment with the Counseling Center, please visit <http://www.salisbury.edu/counseling/> (Located on the 2nd floor, room 263)
- Nutrition-Dietician: Nutrition counseling services are available to all SU students and employees. There is no charge for these services and all counseling is confidential. For available services and contact information, please visit <https://www.salisbury.edu/administration/administration-and-finance-offices/dining-services/nutrition.aspx> (Located on the 1st floor, Link of Nations Hallway)

Guerrieri Academic Commons (GAC) Academics

- Math Emporium: The Mathematics and Computer Science Department offers a drop-in style, non-private tutoring program each semester for lower-level math and computer science courses. For more information including the tutoring schedule, please visit <http://www.salisbury.edu/mathcosc/tutoringcenter.html> (Located on the 2nd floor, Room 201)
- Center for Student Achievement (CSA): The CSA supports learning, academic success, and personal growth through an array of programs, including academic coaching, academic workshops, Supplemental Instruction, and tutoring. For available services please visit <http://www.salisbury.edu/achievement/> (Located on the 2nd floor, Room 270)
- TRiO: Created to help first-generation students, students with financial need, and students with disabilities achieve their academic potential and personal goals. For more information, please visit <http://www.salisbury.edu/trio/> (Located on the 2nd floor, Room 270)
- Writing Center: The mission of the writing center is to: (1) provide opportunities for writers to seek thoughtful feedback about their work, (2) increase the confidence, versatility, and competence of all writers, in all disciplines, (3) help writers reconsider and refine their ideas so they can revise their writing in meaningful ways, and (4) support classroom writing instruction by partnering with SU faculty members. For more information, including how to schedule an appointment, please visit <http://www.salisbury.edu/uwc/> (Located on the 2nd floor, Room 260)

Blackwell Hall

- Academic Advising: Assist students in the development of an education plan designed to meet their goals. Advisors are provided to all SU students that are matriculated, full-time degree-seeking students. Students who have declared a major are assigned a faculty advisor from their major department. Students who have not declared a major are assigned faculty or professional advisors by the Office of Academic Affairs. For additional information, please visit <https://www.salisbury.edu/advising/> (Located on the 1st floor)
- disAbility Center: The mission of the space is to: (1) build a strong community around disability, (2) provide on and off-campus resources, and (3) promote awareness and educational opportunities. (Located on the 1st floor of the SU Center for Equity, Justice, & Inclusion)

Holloway Hall

- Student Health Services: Promotes the success of all students by helping each to achieve optimal health based on individual needs and diverse characteristics. For available services, and scheduling appointments please visit <http://www.salisbury.edu/health/> (Located on the 1st floor, Room 180)
- Office of Institutional Equity (OIE): Supports and advances the University's commitment to create an inclusive environment free of discrimination and supportive of all by leading campus efforts to manage all aspects of the Fair Practices/AA programs, as well as Title IX compliance, and weaves the diversity strategy throughout our campus. For additional information, please visit <https://www.salisbury.edu/administration/institutional-equity/> (Located on the 1st floor, Room 100)
- Human Resources (HR): Provides employment-related consultation and guidance to University faculty, staff, and student workers. For additional information, please visit <https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/> (Located on the 1st floor, Room 153)
- Parking Services: All University faculty, staff, and students must register their vehicle(s) with Parking Services. Individuals with a medical condition or injury may obtain a special permit from Parking Services allowing them to park in spaces reserved for the medical permit holders (documentation required). For additional information, please visit <https://www.salisbury.edu/administration/administration-and-finance-offices/financial-services/accounts-receivable-cashiers-office/parking-services/> (Located on the 2nd floor, Room 219)