

REQUESTING ACCOMMODATIONS FOR ALL ACTIVITIES AND EVENTS AT NOVA

If you host a meeting, activity or event you are required to provide accommodations to participants with disabilities in accordance with the Americans with Disabilities Act. **All participants** in such events whether faculty, staff, visitors, current students or prospective students, family, friends or members of the community, are entitled to reasonable accommodations. These include, but are not limited to: Advising Meetings, Orientation, Webinars, Campus Tours, Guest Speakers and Student Activities.

Posters, Fliers, Registration Forms, Emails or Website Announcements Should Include the Following Statement:

If you require accommodations in order to participate in this event, send your request at least one week in advance to: (Name and email of sponsor/designated person associated with the event)

*This requires advertising in advance so that requests for accommodations can be sent in a timely manner.

The Event Host or Sponsor Sends the Request to:

- interpreters@nvcc.edu
For Sign Language Interpreters or [CART](#) (captioning)
AT LEAST one week prior to the date of the event

- DDS Counselors, Facilities, Operations, etc. (to be decided at your campus) for other accommodations.
Email the [Disability Support Counselor](#) at your campus if you are unsure about whom to contact.

**Consider space issues. There should be enough room for interpreters, Personal Care Attendant, specialized furniture, wheelchairs, CART captioners, service animals, etc.

*** Everything on NOVA's website must be accessible which means that it can be read by screen readers and other assistive technology. Create documents in Word and save them as PDFs. Scanned documents will not do. Screen readers cannot read pictures, so add Alt Text to label pictures. Adobe Acrobat Pro & Word will check documents for accessibility. More information and How To videos about [alternative text and audio formats](https://www.nvcc.edu/disability-services/resources.html) is available on the DSS website (<https://www.nvcc.edu/disability-services/resources.html>).