

**THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL
OFFICE OF THE UNIVERSITY REGISTRAR
SCHEDULING AND TRAINING**

SCHEDULING GUIDELINES FOR ACCESSIBILITY

Although required by law* the University of North Carolina is committed to be accessible to persons with disabilities. The following guidelines describe the procedures to be used in adjusting classroom assignments to accommodate a student, or instructional staff member, who has a documented physical disability or medical condition that prevents them from accessing regularly scheduled classrooms.

Procedures of Providing Accessible Classroom Space

- a. All requests for accessible classroom space should be made to Department of Disability Services
- b. If a classroom assignment must be changed, an accessible classroom will be selected from a list of vacant classrooms maintained by the Scheduling Office (Office of the University Registrar). In as much as possible, the instructor of the course to be relocated will be notified of several alternative locations, to select the facility that best suits the instructional needs of the course.
- c. If a classroom assignment must be changed and a vacant classroom is not available, the class in an inaccessible location will be switched with a class within the same department that has been scheduled in an accessible space.
- d. If b. and c. are not achievable, classes meeting on a limited schedule (i.e. recitations) will be relocated to provide accessible space.
- e. All else failing, a class from any department may be relocated to accommodate a need for accessible space.

* Section 504 of the Rehabilitation Act (1973) and the Americans with Disabilities Act (1990)