Umpqua Community College
Accessibility Services
Request for Academic Approved Accommodation Notification
(formally known as Letter of Introduction)

Term: ☐ New Student ☐ Returning Student

STUDENT'S SECTION (all information is required – to be completed by the student):

Last Name First Name Middle Initial Banner ID (800xxxxxx)

We will email your riverhawk email account 800xxxxxx@student.umpqua.edu
UCC Email Phone Number

Instructors I am requesting to be notified for the current term I am registered:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Academic Approved Accommodation Notifications will be processed and sent electronically only to an official UCC assigned email account. All requests will be processed within 5 business days of request.

☐ I have attached a current term schedule
☐ I have provided current documentation with suggested accommodations by a license professional
☐ I have reviewed my request for services with a AS staff member
☐ I understand I am responsible for checking my UCC Riverhawk email for verification and confirmation of my request.
☐ I understand I am responsible for following up with each of my instructors I am requesting to be notified of my academic approved accommodations.

Student Signature Date

FOR OFFICE USE ONLY
AS Staff Member
Attached Email Confirmation: □ Student □ Instructor □ Reader/Aide **-OR-** □ N/A Reader/Aide