



How to Complete Attendance Accommodation Agreement Form in the ARC Portal

Introduction

Students who have an Attendance Accommodation must first discuss the accommodation guidelines with their Professor. Once you have discussed guidelines, you may enter the agreement in your ARC Portal to activate this accommodation.

The student and instructor should discuss the below questions before student signs agreement in the ARC Portal:

Student Responsibilities:

In order to utilize your Attendance Accommodation you will need to complete the following steps:

1. Attend the first week of classes and review your syllabus to determine if you will need to utilize the Attendance Accommodation.
2. Email your professor(s) to schedule a meeting to discuss the Attendance Accommodation and agreed upon expectations for each specific class
3. Discuss the below questions with Professor(s) and make note of agreed upon terms in order to enter them in the agreement.
4. Complete and sign the Attendance Accommodation Agreement in your ARC Portal.

***Please note:** This accommodation is NOT retroactive, meaning it does not cover any prior absences or work that has already been assigned and is past due before the Attendance Accommodation Agreement has been discussed with your Professors, filled out and signed in the ARC Portal.*

Discussion Questions

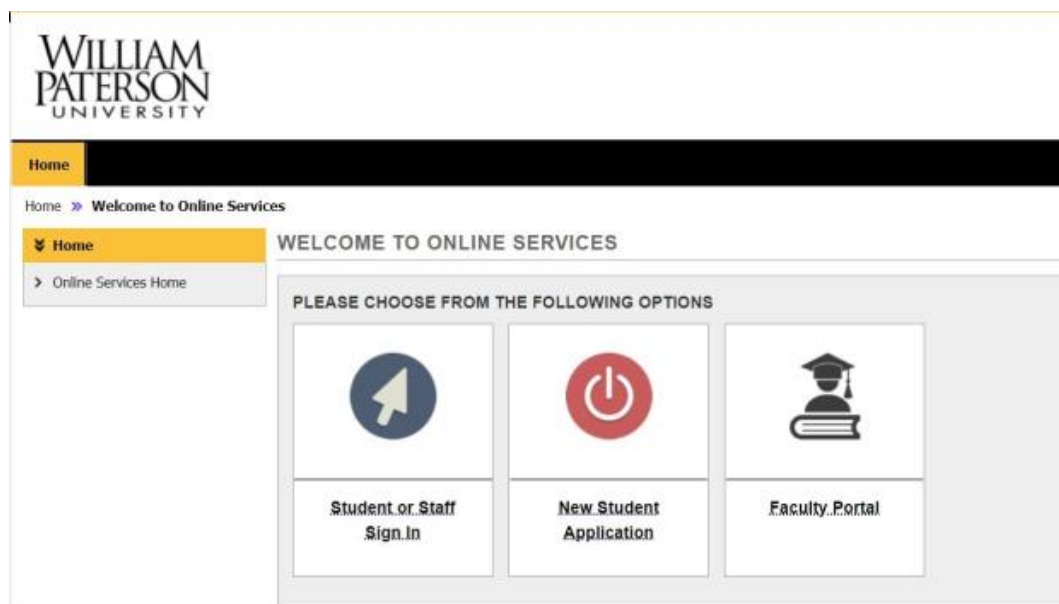


These questions MUST be discussed with your Professor for each course you will use this accommodation

1. Maximum number of disability related absences allowed for this student in this course: (please be as specific as possible and avoid vague language.
2. How and when will the student notify the instructor when a disability-related absence occurs: (depending on the nature of the disability is it reasonable to notify the instructor immediately before or after the missed class? How should the student notify you?)
3. Procedure for turning in homework/assignments/projects due the day of the disability-related absence. (If allowed, include the maximum number of days that assignments may be late and how they should be submitted to you. In most cases the extension may be equal to 24 hours. These dates need to be approved of by the professor before the actual due date.
4. Procedure for making up a missed quiz, examination or in-class graded assignment (on a day when it is necessary to have a disability related absence.)

STEP BY STEP INSTRUCTIONS

1 - Log Into your ARC Portal at this link: [ARC Portal](#) and clicking on Student or Sign In. Login with your WPUNJ Student Name and Password. Note: your user id is the beginning of your WPUNJ email address before the @ symbol



2 - Click Agreements with Instructors under "My Accommodations"

Welcome Betty Boop! My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard Interpreter

Home » My Dashboard » Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: OFF

Update Preference

Home

- My Dashboard
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My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing
- Alternative Formats
- Notetaking Services
- Deaf and Hard of Hearing
- My Documents
- My E-Form Agreements
- Agreements with Instructors**

Any questions or concerns? Use the following contact information:

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Message for Interpreter: Happy Fall!

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to 10 seconds to generate each PDF file.

Important Note: Your notification letter will be listed below if we have sent them to your faculty. Please contact our office if you have any questions or concerns.

Select Class: Generate PDF

SUMMARY OF ACCOMMODATION REQUESTS (CURRENT AND FUTURE)

Spring 2023

1

View

LIST ACCOMMODATIONS FOR SPRING 2023

Refine Search Result: Refine Search

Previous Term Term: Spring 2023 Next Term

3 - Select Course in which you have discussed the agreement questions with your professor, and choose "Create Agreement"

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My Accommodations

- My Eligibility
- List Accommodations
- Alternative Testing

AGREEMENTS WITH INSTRUCTORS

IMPORTANT NOTE - READ FIRST

You Have The Below Agreements with Instructors to Complete. **You must discuss this accommodation with your Professors before filling out and signing this agreement.**

You may print the list of questions to discuss here:

Questions for Extension on Assignments Accommodation: [Questions to discuss with Professors before filling out and signing the Extension on Assignments agreement](#)

Questions for Attendance Accommodation Agreement: [Questions to discuss with Professors before filling out and signing the Attendance Accommodation agreement](#)

Previous Term Term: Spring 2022 Next Term

STEP 1: SELECT YOUR COURSE

Please select from the following list of classes to create an agreement with your instructor. If you are unable to find your classes below, please make sure your accommodation request has been approved and faculty or instructor has been notified.

Select Class:

Create Agreement **ESSAY 345.045 - Essays for English Majors**

LIST OF AGREEMENTS WITH INSTRUCTORS

4 - Select Instructor Name under the selected course

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AGREEMENT FOR ESSAY 345.045 - ESSAYS FOR ENGLISH MAJORS

Select One Instructor

Please select the instructor who will be receiving this agreement, if it is not listed below, please contact our office:

☒ Megan Searles

Attendance Accommodation Agreement

This agreement is ONLY valid AFTER discussing the questions with your Professor You may print the questions on this agreement here: [Questions to discuss with Professors before filling out and signing the Attendance Accommodation agreement](#)

5 - Enter Agreement Answers AFTER discussing with Professor.

Welcome Betty Boop!My ProfileMy Mailbox (Sent E-Mails)My AccommodationsSign Out

My Mailbox (Sent E-Mails)

☒ Megan Searles

Attendance Accommodation Agreement

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This form serves as an agreement between the student and the instructor to determine how the Attendance accommodation will be implemented in course for the semester:

PLEASE NOTE:

- The Attendance Accommodation Agreement only applies to disability-related absences. Non-disability related absences are not excused and are subject to attendance policies as outlined in the course syllabus.
- Accommodations, including the Attendance Agreement, are not retroactive.
- The details of this accommodation begin on the date that the student enters the agreement answers after discussing with Professor and signs the agreement.
- The student is responsible for missed course content due to disability-related absences and must meet the same course requirements as outlined in the course syllabus.
- Unless otherwise specified in this agreement, all assignments and exams must be completed by the last day of class for the term.
- If absences exceed the agreed upon limit, penalties will occur as outlined in the course syllabus.
- The student and instructor should discuss the following questions and student should document in the space below:

1. I have discussed the below questions with my Professor before signing this agreement *

☐ YES

☐ NO

Additional Note or Comment

Any questions or concerns? Use the following contact information:

Primary Advisor

Name: Joy Durham

Phone: Not Specified

Send Email

Important Dates

February 21

President's Day, University Closed, No Classes

March 13

Spring Break Begins, University Open, No Classes!!

6 - Electronically sign by clicking the box next to "I have spoken to my Instructors regarding all agreements requested in my courses. If you have more than one agreement, this electronic signature applies to all agreements in that course.

Term(s) and Condition(s)
<p>Please indicate that you have read and agreed to the following statement(s):</p> <p><input checked="" type="checkbox"/> I have spoken to my Instructors regarding all agreements requested in my courses.</p> <p>Submit Agreement with Instructor</p>

Questions? Contact Us!

Please contact our office if you have any questions regarding your agreements with your instructors.

Accessibility Resource Center
William Paterson University
University Commons (Speert Hall, Room 134)
300 Pompton Road
Wayne, NJ 07470
Tel: 973.720.2853
Fax: 973.720.3293
E-mail: arc@wpunj.edu



Reminder! This accommodation is NOT retroactive and is only valid once you speak to your Professor, determine guidelines by answering questions above, and electronically sign this agreement. Professors will receive a copy of this agreement via email.