



Student Activity Accessibility Checklist



University of Wisconsin, Milwaukee

Roger O. Smith
Jill Warnke
Dave Edyburn

**University of Kansas Center for Research on Learning
Division of Adult Studies**

Daryl Mellard
Noelle Kurth
Gwen Berry

September 2002



**University of Kansas Center for Research on Learning
Division of Adult Studies**

University of Kansas - Center for Research on Learning
Division of Adult Studies
Joseph R. Pearson Hall
1122 West Campus Dr., Room 521
Lawrence, KS 66045
785.864.4780

This document is available in alternate formats upon request. Please contact the Division of Adult Studies for more information.



This document was supported in whole or in part by the U. S. Department of Education, Office of Special Education Programs, (Cooperative Agreement No. H324M980109). However, the opinions expressed herein do not necessarily reflect the policy or position of the U. S. Department of Education, Office of Special Education Programs, and no official endorsement by the Department should be inferred.

Note: There are no copyright restrictions on this document: however, please credit the source and support of federal funds when copying all or part of this material. This report is also available on the web for printing at: <http://das.kucl.org/iam.html>

Student Activity Accessibility Checklist

INTRODUCTION

When many students enter college for the first time, they experience some confusion because of the uniqueness posed by the setting and the activities. Since planning is important to success, we offer this accessibility checklist as one device for planning a successful college experience. The checklist was created with all students in mind, but is particularly helpful for students who are challenged by certain aspects of the education environment, such as those students with various disabilities. The checklist can be helpful for students without disabilities, students with hidden or mild disabilities and students with verified or significant disabilities.

College life is a potentially exciting and frustrating opportunity for many students, especially students with disabilities. This checklist contains activities frequently encountered by students attending college. Specifically, the checklist highlights activities that may present access problems. These problems may be barriers to accessing or completing activities. Use the checklist to anticipate activities for which you may require assistance. Then, brainstorm solutions as to how the barriers will be addressed. You may choose to complete the entire checklist, or you may focus on specific categories that are immediately relevant. For example, if you anticipate that transportation will be a major access issue, you may only choose to complete the “Getting to Campus” section of the checklist.


This checklist is provided in the context of a student assessment, but its implications are more far reaching. For example, it can serve as a facility and instructional program “self-audit.” The activities and environments included in the checklist should be accessible to everyone. Employees, guest lecturers, presenters, and attendees of public events should all be able to access the facilities and information of the college.


DIRECTIONS FOR USE


Step 1: On the following pages are a variety of college-related activities. These activities are organized into nine categories. As a first step, read through the activities.


Step 2: Complete the checklist by reading the brief activity statement and determine if completing the activity poses any particular problem for you: mark “yes,” “somewhat” or “no” accordingly. Even if you are unsure we suggest that you check “somewhat” or “yes.” These “unsure” activities can be reviewed more carefully at a later date or after you have gathered additional information.


Step 3: After you have completed the checklist, sharing the results with someone who is knowledgeable about the services provided at your college may prove especially beneficial. Alternatively, you may want to check your college directory and identify a contact person who can be of assistance for specific categories that require solutions. Our hope is that if you are able to identify possible problem areas and consequently identify contact people to help you solve these problems, your experiences at college will be successful and rewarding.


Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
I. INTRODUCTION TO THE UNIVERSITY				
A. Receiving mailings	_____	_____	_____	
B. Reading mailings	_____	_____	_____	
C. Obtaining information from mailings	_____	_____	_____	Contact:
II. GETTING TO CAMPUS				
A. Using public transportation				
1. Locating parking and transit office	_____	_____	_____	
2. Entering building	_____	_____	_____	
3. Maneuvering to parking and transit counter	_____	_____	_____	
4. Communicating with parking and transit employees	_____	_____	_____	
5. Receiving bus pass	_____	_____	_____	
6. Signing bus pass	_____	_____	_____	
7. Obtaining bus route flyers	_____	_____	_____	
8. Locating bus route nearest home	_____	_____	_____	
9. Utilizing bus route	_____	_____	_____	
B. Using private transportation				
1. Locating university off-campus parking lot	_____	_____	_____	
2. Acquiring university off-campus bus schedules	_____	_____	_____	
3. Arriving at university off-campus parking lot before bus comes	_____	_____	_____	


Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
B. Using private transportation (cont.)				
4. Parking	_____	_____	_____	
5. Maneuvering to bus waiting area	_____	_____	_____	
6. Transferring onto bus	_____	_____	_____	
7. Locating ramp or lot on campus	_____	_____	_____	
8. Preparing appropriate amount of money to pay in timed lot	_____	_____	_____	
9. Paying meter or attendant at appropriate time, if needed	_____	_____	_____	Contact:
III. CAMPUS TOUR				
A. Contacting the tour office				
1. Obtaining phone number to set up a tour	_____	_____	_____	
2. Dialing the phone number	_____	_____	_____	
3. Communicating with person to set up time and date	_____	_____	_____	
B. Arriving on campus				
1. Parking	_____	_____	_____	
2. Finding the building	_____	_____	_____	
3. Entering the building	_____	_____	_____	
4. Finding rooms	_____	_____	_____	
5. Entering rooms	_____	_____	_____	
6. Finding and communicating with tour staff	_____	_____	_____	

Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
C. Touring the campus				
1. Moving around campus	_____	_____	_____	
2. Getting in and out of buildings	_____	_____	_____	
3. Moving through and around crowds	_____	_____	_____	
4. Gathering information from the tour guide	_____	_____	_____	Contact:
IV. MEETING WITH A COUNSELOR OR ADVISOR				
A. Calling counselor or advisor				
1. Obtaining phone number to set up meeting(s)	_____	_____	_____	
2. Dialing phone number	_____	_____	_____	
3. Communicating to set up date and time for meeting	_____	_____	_____	
B. Going to his or her office				
1. Finding the building	_____	_____	_____	
2. Entering the building	_____	_____	_____	
3. Finding the room	_____	_____	_____	
4. Entering the room	_____	_____	_____	
5. Finding and communicating with counselor or advisor	_____	_____	_____	
C. Meeting				
1. Communication issues	_____	_____	_____	
2. Obtaining information	_____	_____	_____	


Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
C. Meeting (cont.)				
3. Deciding on classes to take	_____	_____	_____	
4. Helping plan your class schedule	_____	_____	_____	Contact:
V. OBTAINING AND COMPLETING THE ADMISSION FORM				
A. Requesting information from university (email or phone)	_____	_____	_____	
B. Obtaining useful phone numbers and addresses	_____	_____	_____	
C. Engaging in appropriate conversational or writing style	_____	_____	_____	
D. Completing the admission form	_____	_____	_____	
E. Completing the form accurately and legibly	_____	_____	_____	
F. Delivering forms to admissions office through the mail or in-person	_____	_____	_____	Contact:
VI. REGISTRATION				
A. Forms				
1. Obtaining the registration form	_____	_____	_____	
2. Registering	_____	_____	_____	
3. Completing the forms accurately and legibly	_____	_____	_____	
4. Signing up for classes recommended	_____	_____	_____	
5. Delivering the form to the registrar through the mail, in person, or via computer	_____	_____	_____	


Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
B. Obtaining an Identification or Activity Card				
1. Contacting the registration office	_____	_____	_____	
2. Finding the building	_____	_____	_____	
3. Entering the building	_____	_____	_____	
4. Finding the office	_____	_____	_____	
5. Finding and communicating with registration office staff	_____	_____	_____	
6. Getting photo taken	_____	_____	_____	
7. Completing the necessary forms	_____	_____	_____	
8. Obtaining a class schedule	_____	_____	_____	
VII. PAYING TUITION				
A. Obtaining financial aid information	_____	_____	_____	
B. Obtaining scholarship information	_____	_____	_____	
C. Obtaining payment information and schedule	_____	_____	_____	
VIII. BUYING BOOKS AND SUPPLIES				
A. Going to the bookstore				
1. Finding the bookstore	_____	_____	_____	
2. Entering the bookstore	_____	_____	_____	
3. Maneuvering around the bookstore	_____	_____	_____	
B. Buying books				
1. Arriving at the ground level in the bookstore	_____	_____	_____	

Activity	Is this a problem for me?			Possible Solutions
	Yes	 Somewhat	No	
B. Buying books (cont.)				
2. Having class schedules available	_____	_____	_____	
3. Finding the aisles	_____	_____	_____	
4. Getting the books off the shelves	_____	_____	_____	
5. Transporting the books	_____	_____	_____	
6. Arriving at the appropriate floor to pay	_____	_____	_____	
7. Finding the register	_____	_____	_____	
8. Maneuvering to the register	_____	_____	_____	
9. Placing the books and/or supplies on the counter	_____	_____	_____	
10. Paying for the items	_____	_____	_____	
11. Transporting the books out of the bookstore	_____	_____	_____	
12. Leaving the bookstore	_____	_____	_____	Contact:
IX. CLASSES				
A. Going to class				
1. Leaving at an appropriate time to get to class	_____	_____	_____	
2. Finding the building on the campus map	_____	_____	_____	
3. Entering the building	_____	_____	_____	
4. Finding the classroom	_____	_____	_____	
5. Finding a seat that accommodates your needs	_____	_____	_____	

Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
B. Participating in class				
1. Getting out materials for note-taking	_____	_____	_____	
2. Taking notes	_____	_____	_____	
3. Asking and/or answering questions (communication)	_____	_____	_____	
4. Working on group projects, if required	_____	_____	_____	
5. Hearing the instructor	_____	_____	_____	
6. Hearing and contributing to large group discussions	_____	_____	_____	
7. Hearing and contributing to small group discussions	_____	_____	_____	
8. Participating in group presentations	_____	_____	_____	
9. Hearing and seeing classroom demonstrations	_____	_____	_____	
10. Participating in laboratory or studio sessions and groups	_____	_____	_____	
11. Completing papers and written assignments	_____	_____	_____	Contact:

Student Activity Accessibility Checklist

Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
X. ACCESSING CLASS INFORMATION				
A. Overheads (prepared and real-time)	_____	_____	_____	
B. Handouts	_____	_____	_____	
C. Readings	_____	_____	_____	
D. E- Readings	_____	_____	_____	
E. Textbooks	_____	_____	_____	
F. E-Textbooks	_____	_____	_____	
G. E-Mail	_____	_____	_____	
H. Document Cameras	_____	_____	_____	
I. PA Systems	_____	_____	_____	
J. Demonstration equipment and props	_____	_____	_____	
K. Whiteboard/Blackboard	_____	_____	_____	
L. Slides	_____	_____	_____	
M. Filmstrips	_____	_____	_____	
N. Films	_____	_____	_____	
O. Videos	_____	_____	_____	
P. Television	_____	_____	_____	
Q. Closed Circuit Television (CCTV)	_____	_____	_____	
R. Websites and Web presentations	_____	_____	_____	
S. Educational computer software	_____	_____	_____	
T. Computer presentations (PowerPoint)	_____	_____	_____	Contact:

Activity	Is this a problem for me?			Possible Solutions
	Yes	Somewhat 	No	
XI. TESTING AND EVALUATION				
A. Taking tests in class	_____	_____	_____	Contact:
B. Taking standardized (district/state) tests	_____	_____	_____	
C. Taking national tests	_____	_____	_____	
D. Taking placement tests	_____	_____	_____	
E. Taking lab tests and quizzes	_____	_____	_____	
F. Taking oral examinations	_____	_____	_____	
G. Taking multiple choice tests (including those with computer graded bubble forms)	_____	_____	_____	
H. Taking essay tests	_____	_____	_____	
I. Taking "pop" quizzes	_____	_____	_____	
XII. OTHERS				
_____	_____	_____	_____	Contact:
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	

