The University of North Carolina Wilmington is committed to ensuring accessibility to all participants in our programs, activities, and events. Although the level of accessibility on UNCW’s campus is very high, it is important to consider a few matters in planning events that will be accessible for everyone. The Disability Resource Center has devised a checklist to help you determine if your program is accessible. We also encourage people planning events off campus to use this checklist to ensure their program is accessible. Complete the checklist enclosed, and contact the Disability Resource Center with questions or concerns.

**Mission Statement**
The University of North Carolina at Wilmington is open and accessible to students with disabilities. We are committed to providing assistance to enable qualified students to accomplish their educational goals, as well as assuring equal opportunity to derive all of the benefits of campus life. The Disability Resource Center has devoted much energy to meeting the requirements of Section 504, Federal Rehabilitation Act of 1973 and its amendments, and to the Americans with Disability Act of 1990. The Disability Resource Center serves as a full-time advocate for students with disabilities, as well as a resource for faculty, staff and administration.

**Policy of Nondiscrimination**
The Americans with Disabilities Act (ADA) gives individuals with disabilities civil rights protection that is similar to that provided to all individuals on the basis of race, sex, national origin, and religion. The act guarantees equal opportunity in employment, public accommodations, transportation, state and local government services, and telecommunications. In addition, Section 504 of the 1973 Rehabilitation act states: "No otherwise qualified handicapped individual in the United States shall, solely on the basis of his/her handicap, be denied benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance". The policy at The University of North Carolina at Wilmington is consistent with the ADA and Section 504. UNCW is open and accessible to students with disabilities. We are committed to providing assistance to enable qualified students to accomplish their educational goals as well as assuring equal opportunity to derive all of the benefits of campus life.

**Disability Services, UNCW**
DePaolo Hall, First Floor
601 South College Road

Phone: 910.962.7555
TTY: 800.735.2962
Fax: 910.962.7556

**Division of Student Affairs**
Creating Experiences for Life
## The Basics

### Entrances
- **Is there an entrance that does not require the use of stairs?**
  - If no, add a ramp or lift if possible.
  - If no, add an alternate route on level ground, if possible.
  - Or, relocate the program to an accessible building.
  - Contact the Disability Resource Center to discuss accessibility of campus buildings, or other options.
- **Are there appropriate signs directing attendees to accessible entrances and bathroom facilities?**
  - If no, create and post directional signs through an accessible route.
  - Contact Disability Services to discuss other options, or the possibility of relocating your program or event.
- **Is the path at least 36 inches wide?**
  - If no, enlarge the pathway if possible.
  - Relocate the program, or contact the Disability Resource Center to discuss other ideas.
- **Are curb cuts located in parking lot and drop-off areas?**
  - If no, contact the Disability Resource Center to discuss possible options for installing a curb cut.
  - Relocate your program to an area with greater accessibility.
- **Are there accessible parking spaces available near the accessible entrance?**
  - Contact the Disability Resource Center to discuss potential difficulties with parking, or to discuss possibilities for relocating your program.

### Restrooms
- **Is there at least 1 fully accessible male and female rest room or 1 accessible unisex restroom?**
  - If no, reconfigure rest room or combine rest rooms to create one unisex restroom, if possible.
  - Relocate the program, or contact the Disability Resource Center to discuss available options.

### Meeting Rooms
- **If the location for your event or program has multiple floors, is there an accessible elevator to the meeting room?**
  - If no, relocate program or contact the Disability Resource Center to discuss other potential options.
- **Is an accessible path of travel available to the meeting room?**
  - If no, relocate the program, or contact the Disability Resource Center to discuss other potential options.
- **Is the meeting room accessible for speakers and presenters? Can participants navigate easily in the space?**
  - If no (and the space is not tiered) and the furniture is moveable, reconfigure the space to allow for more room.
  - Contact the Disability Resource Center to discuss other possible options for accessibility for speakers and attendees.

### Publicity and Invitations For Your Event
- **Does your publicity/invitation contain information regarding reasonable accommodations?**
  - If no, include a statement about how a person can obtain accommodations for the program, such as, "If you need an accommodation to fully participate in this event, please contact..." Request must be made within 72 hours of the event. Be sure to include your name and contact information so that a person with a disability can get in touch with you about accommodation requests.

### Accommodation Requests From Participants
- **Has a participant, either audience member or speaker, requested an accessible meeting space?**
  - Make sure the location is completely accessible for the participant by using this checklist.
- **Has a staff member been assigned to ensure that accommodation arrangements are handled appropriately?**
  - Designate one staff member to handle all accommodation requests. This person can be the liaison to the Disability Resource Center to discuss possible options for accommodations.
- **Has a participant requested an assisted listening system?**
  - Contact the Disability Resource Center to determine where to obtain an assisted listening device.
- **Has a participant requested a sign language interpreter?**
  - Contact the Disability Resource Center for a list of interpreters for your program.
- **Has a participant requested handout materials in an alternate format?**
  - Contact the Disability Resource Center to learn about converting a handout into Braille or another electronic format for a visually impaired person.
- **If a video or video clip is part of the program, are the videos equipped with captions for participants with hearing impairments?**
  - When purchasing or renting AV materials, request one with closed caption capability. If a captioned video is not available, contact the Disability Resource Center to discuss having your video captioned.