



ACCESSIBILITY RESOURCES

UC Blue Ash College
9555 Plainfield Road
Blue Ash, Ohio 45236
Phone: (513) 792-8625
Fax: (513) 792-8624

Hello Students,

Welcome to the new semester at UC Blue Ash.

The official four-step student process to request and receive academic accommodations letters each semester at UC Blue Ash are as follows:

- 1) Student completes and submits the New Semester Accommodations Letter Request**
- 2) Student receives, signs, and forwards the accommodations PDF to their instructor**
- 3) Instructor digitally signs and returns the PDF to Accessibility Resources**
- 4) Student & instructor each may retain a signed electronic copy for their records.**

Please complete the short form below to request your accommodation letter for new semester classes. When complete please press submit.

We will send your updated Accommodations Letters to your UC email within 72 hours.

If you have questions please call Accessibility Resources at 513-792-8625

Last Name:	First Name:	MI:	Date of Birth:
Today's Date:	UC M ID#:	Place an X in front of new semester: ___ Fall ___ Spring ___ Summer Type in the year: Year: _____	
Cell Phone:	UC Email/Home Email:		

When complete Press

