

**UNIVERSITY POLICIES**  
**OFFICE OF DISABILITY SERVICES**

Loyola is committed to offering classes that are inclusive in their design. If you encounter barriers in a course, please let the Office of Disability Services (ODS) know immediately so that they can begin an interactive process with you and your professor to determine if there is a design adjustment that can be made or if an accommodation might be needed to overcome the limitations of the intent of the assessment or learning activity. The ODS welcome your feedback that will assist us in improving the usability and experience for all students.

ODS contact information is as follows:

**Marquette Hall, Room 112**  
**504-865-2990 (front office)**  
[ods@loyno.edu](mailto:ods@loyno.edu)

***STAFF CONTACTS***

**Law School**  
**Richelle Voelker**  
***Director***  
[rvoelker@loyno.edu](mailto:rvoelker@loyno.edu)  
**504-865-3265**

**Undergraduate & Graduate Students**  
**Samantha Pollard**  
***Special Needs Counselor***  
**[for students with A-M last names]**  
[smpollar@loyno.edu](mailto:smpollar@loyno.edu)  
**504-865-2070**

**Dario Bayardo**  
***Special Needs Counselor***  
**[for students with N-Z last names]**  
[dbayardo@loyno.edu](mailto:dbayardo@loyno.edu)  
**504-865-2108**

**EMERGENCY PROCEDURES**

At times, ordinary university operations are interrupted as a result of tropical storms, hurricanes, or other emergencies that require evacuation or suspension of on-campus activities. To prepare for such emergencies, all students will do the following during the first week of classes:

1. Practice signing on for each course through Blackboard.
2. Provide regular and alternative e-mail address and phone contact information to each instructor.
  - In the event of an interruption to our course due to the result of an emergency requiring an evacuation or suspension of campus activities, students will:
3. Pack textbooks, assignments, syllabi and any other needed materials for each course and bring during an evacuation/suspension

4. Keep up with course work during the evacuation/suspension as specified on course syllabi and on-line Blackboard courses.

5. Complete any reading and/or writing assignments given by professors before emergency began.

Assuming a power source is available....

6. Logon to university website within 48 hours of an evacuation/suspension.

7. Monitor the main university site ([www.loyno.edu](http://www.loyno.edu)) for general information.

8. Logon to each course through Blackboard or e-mail within 48 hours of an evacuation/suspension to receive further information regarding contacting course instructors for assignments, etc.

9. Complete Blackboard and/or other online assignments posted by professors (students are required to turn in assignments on time during the evacuation/suspension period and once the university campus has reopened.)

10. Contact professors during an evacuation/suspension (or as soon as classes resume on campus) to explain any emergency circumstances that may have prevented them from completing expected work.

Further information about student responsibilities in emergencies is available on the Academic Affairs web site: <http://academicaffairs.loyno.edu/students-emergency-responsibilities>