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Introduction

In this chef’s guide, we’ll share the key ingredients for students with disabilities to consider when transitioning from secondary to post-secondary education. These are our go-to recipes when helping students transition to the college environment from high school.

The following pages are full of beginner-friendly instructions for requesting accommodations, such as having a hearty helping of documentation on your plate.

Don’t worry—we didn’t forget dessert! We have also included a sweet treat at the end: some favorite food recipes from our keynote speaker, breakout session presenters, and ARC staff. We hope you enjoy.
CHAPTER II

Meal Prep
CAMPUS RESOURCES:
1. Counseling Center: counseling.utdallas.edu
2. Academic Peer Tutoring: studentsuccess.utdallas.edu
3. ARC Resources: UTD.Link/ARCResources

Getting started with our services

Think of the accommodation process as a mouth-watering dish that needs some extra love and attention to come out perfectly. It’s a journey that demands careful planning and a pinch of patience. But don’t sweat it; we’ve got your back with a step-by-step guide to help you navigate the world of our AccessAbility Resource Center (ARC) and the other great resources our campus offers. Keep in mind that, while other Student Disability Services (SDS) offices may have a similar process, it’s always a good idea to double-check with your school’s accessibility specialist(s), as office procedures can vary.

So let’s chop, dice, and sauté our way to success!
Did you know?
1 in 4 adults in the United States has some type of disability.
Best Practices for Academic Success

Meal Prep

Ingredients

- Time Management

- Patience

Academic triumphs are like baking a delicious cake, time management and patience are the secret ingredients. Just like a baker, prep and plan before the semester starts to make your academic journey a delectable treat rather than something over- or under-baked.

Navigating this path requires patience, taking it step by step, and letting it bake to perfection. With this recipe, we have three simple steps to take your educational experience to the next level!

Instructions:

1. Contact the AccessAbility Resource Center or your Student Disability Services (SDS) office to inquire about their process and procedures. Each SDS office varies, so it is important to ask about their specific application method, documentation guidelines, and intake process.

2. Please ensure that you prepare your documentation before contacting the ARC or your school’s SDS office. This documentation may consist of a comprehensive letter from a healthcare provider outlining your disability or medical condition (on the provider’s letterhead), or it can be a psychological or educational evaluation. If you possess a 504 plan and/or Individualized Education Plan (IEP), you may include it as part of your documentation, but it cannot be used as standalone documentation. Some SDS offices offer the option to submit forms related to specific diagnoses, but you will want to contact the office directly to confirm. Documentation usually includes a diagnosis, functional limitations, progression and severity, scores and testing, and possible recommendations.

3. Once you have completed the application and submitted documentation to your school’s SDS office, follow up with them to confirm the information was received and ask about next steps. This can include scheduling an intake meeting, where they will review your concerns and possible accommodations.
CHAPTER III

Main Course
What is the process for requesting accommodations at UTD?

Are you ready to whip up a five-star academic experience? Just like cooking up a delicious meal, crafting your personalized accommodations requires some organization, communication and tons of planning.

Put on your chef's hat and let's get cooking! We'll show you the recipe for success, complete with expert tips on how to request services like a pro. From start to finish, get ready to savor every bite of academic success with your perfect blend of accommodations.

**UTD ACCOMMODATIONS CAN APPLY TO:**

- Residence Halls
- Dining Services
- Religious and Cultural Beliefs
- Emotional Support & Assistance Animals
Comfort in communication is a skill you’ll need when advocating for yourself throughout your academic journey. From “testing services” to “housing & dining” arrangements, plan ahead for a seamless experience. Keep in mind the importance of confidentiality through “FERPA forms” and connect with your faculty to set yourself up for academic success every semester.

Instructions:

1. A common accommodation incorporates testing services. Testing procedures can differ depending on the SDS office. Some offices offer testing in the SDS office, while others may coordinate testing at the university’s testing center. Confirm which option is available to you and make the necessary arrangements for upcoming exams and quizzes. This could include a scheduling form that needs to be completed at least a week before the exam notifying the proctor.

2. Housing & Dining accommodations often require advance preparation. If you are requesting housing services, it is best to plan several months in advance before beginning the semester. This allows the SDS office and housing to accommodate your request, especially in relation to an emotional support animal (ESA). There are several requirements to consider regarding animals, including vaccinations, office forms and city registration.
Instructions Continued:

3. Students often wonder if their information is confidential when requesting services. Once an application is completed, if you request a parent/guardian or any other individual to be present during the meetings, a Family Educational Rights and Privacy Act (FERPA) form must be completed. The FERPA form grants the SDS office permission to disclose information regarding accommodations to the third-party individual you have granted access to.

4. Lastly, notifying faculty of your accommodations is an important part of requesting services. Open communication with faculty regarding your accommodations will be helpful when planning for exams, assignments, or other concerns within the classroom to confirm you both understand what you need and what will be provided for the semester. The SDS office should inform you on how this process works specifically for their office. Even though professors are made aware of accommodations, the SDS office does not disclose a diagnosis.

For information about the Student Accommodations that the ARC team can help you with visit: UTD.Link/StudentAccommodations
CHAPTER IV

Seconds
How to understand the college transition

Imagine starting a new cooking adventure without knowing the recipe - you’d be lost in a sea of ingredients! Similarly, as students take the leap from high school to college, it’s essential to understand the right terminology to ensure a successful transition. Luckily, your university’s Student Disability Services (SDS) office is here to help, providing you with all the tools you need to make the perfect academic “dish.” In this section, we’ll whisk together the essential “ingredients,” providing you with a recipe to successfully navigate the shift to post-secondary education.

IMPORTANT DOCUMENTS TO UNDERSTAND:

- Individuals with Disabilities Education Act (IDEA)
- Americans with Disabilities Act (ADA)
- Family Educational Rights and Privacy Act (FERPA)
Secondary vs. Post Secondary
Did Someone Say Seconds?

Ingredients

Terminology

Get ready to cook up a storm of academic success, just like a Michelin-rated chef. The key to this scrumptious recipe? Knowing the terminology used! First, add a pinch of time management to keep your studies on track. Then, sprinkle in a generous helping of patience to tackle each step like a pro. With these essential ingredients at your fingertips, you’re primed to whip up a feast of academic glory. So, grab your apron, put on your chef’s hat, and let’s grill up the juiciest steak of triumph with these two simple steps.

Instructions:

1. Understand the difference in laws for K-12 vs. university education (see next page). It is important for students to be aware there is a difference between modifications versus accommodations when transitioning to college.

2. Work with your university SDS office to determine the appropriate accommodations. There may be certain modifications students receive in high school that may not be reasonable in a college or university setting. Your college’s SDS office may reference the statement, “fundamentally alters the nature of a course,” which usually means that any reasonable accommodation cannot affect the learning objectives or fundamentals of the course. The best practice when this occurs is to work with the SDS office, faculty, and other appropriate staff to determine available options.
Secondary education

The Individuals with Disabilities Education Act (IDEA) focuses on the student’s academic success.

**Modifications** can alter the curriculum by changing what the student is expected to learn. Examples include adjusted grading scale or curriculum and shortened assignments.

Parents/guardians receive access to the student’s records regarding accommodations and can participate in the process.

The **school** is primarily responsible for arranging accommodations and parents often advocate for the student. The **teachers** may also approach the student inquiring about assistance.

The **Individualized Education Plan (IEP)** and **504 Plan** focus on specific qualifications under the IDEA law.

These evaluations are usually covered by the school.

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Post-Secondary Education

The Americans with Disabilities Act (ADA) focuses on access to the curriculum.

**Accommodations** are how the student will learn and professors are not required to modify a curriculum model. Examples including additional time for testing and use of assistive technology.

A Family Educational Rights and Privacy Act (FERPA) form can be signed by the student to disclose information to a parent/guardian.

It is the **student’s responsibility** to contact the student disability services office to arrange accommodations as well as to initiate contact with professors.

**Documentation at a college or university level** may have certain guidelines that an IEP or 504 Plan does not, including functional limitations, reading testing scores, etc., that would be needed to provide specific accommodations.
CHAPTER V

Recipes
Don’t Forget Dessert: Staff Food Recipes

Welcome to the heart of our cookbook - the Staff Recipes collection, where the culinary creativity and expertise of our dedicated team shine through. Here, our staff members generously share their favorite recipes (some inspired by their favorite chefs!), each one a delightful blend of passion and flavor. From savory mains to sweet indulgences, this collection embodies the love and artistry that creates delicious dishes.

Get ready to explore a world of succulent creations straight from our staff’s kitchens to yours.

RECIPES INCLUDE THOSE FROM:

- Keynote Speaker, Debbie Fink
- Breakout Session Presenters
- ARC Staff
# German Chocolate Cake

**Kerry Tate**

## Ingredients
- 1 (1/3) cups flaked coconut
- 1/2 cup of butter
- 1 cup confectioners sugar
- 1 egg
- 1 cup chopped pecans
- 1 package cream cheese (8 oz.) softened
- 1 package German Chocolate cake mix

## Instructions:

1. Spread coconut and pecans in a greased and floured 9X13 pan. Prepare cake mix according to package directions and pour over pecans and coconut.

2. In a mixing bowl, beat cream cheese and butter. Add egg and sugar and beat until smooth. Carefully drop spoonfuls over the batter and spread, leaving 1 inch around edge of pan.

3. Bake at 350 degrees for 55-60 minutes or until toothpick comes out clean. Cool 10 minutes. Invert on serving tray. Ice if desired.

Inspired by:
Mary Creamer
## Easy Cranberry Sauce
### Debbie Fink

### Ingredients
- 2 cups of fresh cranberries
- 1 cup of sugar
- 1/4 cup orange juice
- 1/4 cup water

### Instructions:
1. Put cranberries in a bowl and wash them in cold water. Set the stove’s burner on medium heat.
2. Put the cranberries, sugar, orange juice, and water in a saucepan on medium heat. Stir gently for 7-10 minutes, until all the cranberries pop open.
3. Let the mixture cool for a few minutes. Then pour it into a serving bowl and put it in the refrigerator to chill.

## Kugel
### Adina Malamut

### Ingredients
- 2 packages of 12 oz. spiral egg noodles
- 4 eggs
- 3/4 cup sugar
- 1 teaspoon vanilla
- 3 teaspoons apricot jelly
- 1 6 oz. can pineapple juice
- 1 cup cornflakes (save 1/2 for sprinkling)

### Instructions:
1. Preheat oven to 350. In a large pot, bring water to boil. Once boiling add noodles and cook package to instructions.
2. While the noodles are cooking, brown the cornflakes in a small pan with butter or margarine. Once noodles are done put them back into the pot add vanilla, cornflakes (save 1/2), eggs, apricot Jelly, and the pineapple juice mix well.
3. After you mix everything add to a baking dish and add the remainder cornflakes over the top of the mixture. Bake 45 minutes-1 hour until noodles are golden brown on top. Check at 35 minutes to ensure the kugel doesn’t burn.
**PB Energy Bites**  
*Olivia Glick*

**Ingredients**
- 2/3 cup creamy peanut butter
- 1 cup old fashioned oats
- 2 tablespoon honey
- 1/2 cup ground flax seeds
- 1/2 cup semi-sweet chocolate chips

**Instructions:**
1. Combine ingredients in a bowl. Stir to combine. Refrigerate for 15 minutes so that they are easier to roll.
2. Roll into 12 bites and store in the fridge for up to a week.

*Inspired by: Chef Kelley Simmons (chefsavvy.com)*

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**Cajun Crabmeat Quiche**  
*Suzon Schroeder*

**Ingredients**
- 2 (10 inch) pastry shells
- 4 tablespoon butter
- 1/2 cup chopped green onions
- 1/2 cup chopped mushroom
- 4 large eggs
- 1 cup heavy cream
- 1 tablespoon salt
- 1/2 tablespoon red pepper
- 1 cup crabmeat
- 1/2 cup grated cheddar

**Instructions:**
1. Preheat oven to 425 degrees. Bake pricked pastry shell 12 minutes and remove shell. Reduce oven to 375 degrees.
2. Melt butter, sauté onions and mushrooms 5 – 10 minutes. In a bowl, beat eggs and cream; salt and pepper, mix well. Stir crabmeat into mushroom mixture into eggs and cream; stir until combined.
3. Pour mixed ingredients into pastry shell and bake. After 30 minutes, sprinkle with Cheese and return to oven until knife comes out clean when inserted, 10 minutes.
Vada Pav
Sai Thota

**Ingredients**

- 12 bread rolls
- 6 potatoes, boiled & mashed
- 4 onions, chopped
- 4 tablespoon oil
- 2-3 curry leaves
- 1 tablespoon cumin seeds
- 1 tablespoon mustard seeds
- 1 cup gram flour
- Salt to taste
- Green chutney
- 1 tablespoon sesame seeds
- 1/4 tablespoon asafoetida
- 1 tablespoon amchur powder
- 4 cloves garlic, shredded
- 2 inch ginger, shredded
- 6 thai chilies, crushed
- 1 (1/2) tsp amchur powder
- 1 (1/2) tsp turmeric powder
- 1/2 cup Water
- Cilantro, chopped

**Instructions:**

1. In a bowl whisk together gram, water, salt, and ½ tsp turmeric powder. Set this aside until ready to use.

2. Heat oil to deep fry the vada’s. In a pan heat oil, once heated add cumin seeds, mustard seeds, sesame seeds, curry leave, and asafoetida. Once it splatters add onions, garlic, ginger, and green thai chilies. Once the onions are softened and reach golden brown color, add turmeric powder, amchur powder and salt. Turn off the heat. Add the onion mixture to the mashed potatoes. Mix everything really well. Roll the potatoes in a ball shape.

3. Coat the rolled vada’s in the gram flour mixture until its coated well and has a thick layer on it. Deep fry until golden brown. Follow this until all the vada’s are fried. Toast the bread on both sides, then spread green, garlic, and sweet chutney on both sides. Put a fried vada, top it with chopped onions, and cilantro.

Inspired by:
Zheel (zheelicious.com)
Cast Iron Pizza
Ron Venable

**Ingredients (Dough)**
- 1 packet of dry active yeast
- 1 cup warm water
- 2 Cups of bread flour
- 1 tsp salt
- 2 tsp sugar
- Glug of Olive oil

**Ingredients (Pizza)**
- Dough
- Olive oil
- Seasonings for bottom of pie
- Full fat low moisture mozzarella
- Parmesan cheese
- Toppings
- Sauce

**Instructions:**

1. Mix sugar, water and yeast into bowl and let yeast bloom. Mix in all other dough ingredients.

2. Run through a stand mixer or knead with a wooden spatula and then your hands when the dough becomes manageable enough to work with (adding in flour little by little helps). Oil up a bowl and plop your dough into the bowl while shaping into a ball.

3. Let rest for 12-24 hours in the fridge covered in plastic wrap.

**Instructions:**

1. Heat oven to its highest setting (450-500 Fahrenheit). Divide dough into 2 pieces. Season cast iron pan with oil and seasonings. Stretch dough over your hands then place into pan and stretch more. Let rest for 30 minutes.

2. Make your sauce, grate your cheese and prep your toppings while dough proofs. Now that the dough has relaxed, stretch to the edge of the pan. Turn stove-top to medium high heat, rotating the pan around the heat to develop a crust. Spread sauce all the way to the end and rotate until all sides begin to bubble a little bit.

3. Place on cold cheese/toppings ALL THE WAY TO THE END of the pan (most important step). Place into oven and babysit until your cheese reaches its desired crispiness. Let sit in the pan for 5 minutes, then place on a cooling rack for a few more minutes. Slice up and enjoy!
About the AccessAbility Resource Center

The AccessAbility Resource Center (ARC) ensures that qualified students with documented disabilities have an equal opportunity to participate in educational, recreational, and social activities at UT Dallas. Students with disabilities are urged to contact the ARC as soon as they are admitted to the University.

The ARC is located in the Administration Building room 2.224, and can be contacted at 972-883-2098 or on the web at utd.link/arc.
Thank You

The AccessAbility Resource Center would like to thank you for joining our 2023 annual summit. We hope you enjoy our tasty recipes and helpful guide when requesting accommodation services. We are appreciative to all who assisted in making this a wonderful event, including our keynote speaker, session presenters, student advisory panel and various UTD campus departments. Thanks again for making our cookbook a part of your journey!

“Entering a new environment comes with new challenges and expectations which may take a while to acclimate to. I hope this gives you some assurance that feeling uneasy at the beginning of something new is okay. However, this should not deter you from opening yourself up to the opportunities ahead of you. There are many avenues for growth provided by attending UTD. Whether that be discovering and honing your talents, building community with your classmates, or expanding upon your sense of self and identity. Be sure to take advantage of the power you wield as a college student. What you get out of your college experience is determined by what you put into it. This should be exciting! Remember, there are people here who want to help, so take solace in knowing that you are not alone. Feel confident in your power and potential, and the next time you feel challenged, try and find the opportunity behind it.”

- Ezrela, ARC Student Worker
The AccessAbility Resource Center offers accessibility support to the entire UT Dallas community.