Center for Accessibility Resources & Disability Services (CARDS)

**ORGANIZATIONAL CHART**

**Operations Team**

**Sohira Idrees**
Administrative Assistant for Operations
- Schedules and coordinates all testing accommodations
- Follows up with faculty & students regarding test proctoring requests
- Coordinates all note-taking accommodations

**ANGELENE PRENDERGAST SANTIAGO**
Senior Programs Assistant
- Responsible for maintaining accurate disability records
- Reviews all incoming documentation for adherence to guidelines
- Manages & maintains all office functions. Responsible for all front-facing office functions.
- In absence of Director, maintains operational functions of CARDS Office

**CAITLIN MCGUIRE**
Associate Director
- Coordinator for c/o 2026 (~200 students)
- Academic coach
- Coordinates partnership with Writing & Speaking Centers; provides disability training for Peer Tutors, Writing & Speaking fellows
- In absence of Director, maintains case management functions of CARDS Office

**NICOLE RODERMAN**
Accommodations Coordinator
- Coordinator for c/o 2024 (~200 students)
- Academic coach
- Coordinates all housing accommodation requests throughout the calendar year, include ESA requests
- Manages social media

**BAILIE GREGORY**
Accommodations Coordinator
- Coordinator for c/o 2023 (~200 students)
- Academic coach
- Coordinates the CARDS Peer Mentoring program
- Oversees assistive technology accommodations

**Case Management Team**

**Student Worker**
- Delivers completed exams to faculty
- Answers phones as needed along with other clerical duties as assigned

**Graduate Assistant**
- Proctors exams in Testing Center
- Reviews uploaded weekly notes from note takers
- Trains students on Assistive Tech

**Test Proctor**
- Proctors exams as needed during midterms & finals

**Operations**

**REBECCA SIME NAGASAWA**
Director
- Coordinator for c/o 2025 (~200 students)
- Academic coach
- Oversees all Institutional Accessibility Initiatives
- Represents department in various campus committees/working groups

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