

# Disability Support Services

New Student Orientation

# What is covered in the New Student Orientation (NSO)?

- This NSO will provide you with instructions on how to start using accommodations, including:
  - Information to discuss with instructors when requesting accommodations
  - Who to contact to implement exam accommodations
  - And, the process to renew accommodations for future semesters.

# Initiating your accommodations

- Step One:
- Log into minerAccess and generate your accommodation notification letters for the class(es) in which you are requiring accommodations.
  - A separate tutorial is available to you to assist in this process
- Save a copy of your Faculty Notification Letter(s) to your desktop for your reference and print a copy for your instructor(s)

# Step Two: Meet With Your Instructors

- Schedule an appointment or go to their office during office hours so that you may speak privately
- Give them your Faculty Notification Letter
  - Do not give the letter to instructors before or after class
- Discuss details and make plans for each accommodation you wish to use in their class.
  - A thorough conversation is important!
  - The following slides provide some suggested talking points for exam and notetaking accommodations....

# Discussing Exam Accommodations

- Ask instructors:
  - Are you providing me the exam accommodations?
  - Or do I need to schedule my exams with the Testing Center?
- If the instructor will be providing your exam accommodations, discuss details on how your instructor will implement.
- If the instructor will not be providing your exam accommodations, you will submit an exam request online through the testing center <http://testcenter.mst.edu/>

# Discussing Exam Accommodations with Instructors (cont'd)...

- Discuss potential time conflicts due to extended time accommodations.
  - Back-to-back classes
    - Example: You have class at 9AM and a class at 10AM. You have a 9AM exam and your instructor says you will have 50 minutes for your exam. If you have “time and a half” as an accommodation, this means you have 1 hour and 15 minutes for your exam. If you start your exam at 9AM, that means your exam will run potentially to 10:15AM, causing you to miss part of your class.
- This means you will need to discuss with your instructor a different start time for your exam.

# Discuss Scheduling Exams...

- You will take your exam at the same date and time as your class, except for a time conflict as explained in the previous example.
- If you have scheduling conflicts, ask your instructor:
  - *Can I start my exam earlier in the day? Later in the day?*
- Come up with an agreeable time.
- Discuss *all* exams for the semester, *including your final*.
- It's important that you resolve any exam schedule conflicts *before* you submit an exam request to the [Testing Center](#)

# Discussing Notetaking Assistance

- While meeting with your instructor...
  - Inform your instructor if you would like to use this accommodation.
  - If you have more than one method option for notetaking assistance, let your instructor know your preferred method.
  - You and your instructor will decide together which notetaking method(s) will work best for the class being taken.
  - If you'll be using a Peer Note taker, here's a few details on that accommodation..



# Using your Peer Notetaker Accommodation

- Step 1 – Meet and work with instructors to identify a notetaker
  - You initiate the accommodation
  - Instructor recruits a notetaker
- Notes can be taken to the Disability Support Services office to be scanned or copied for the student.

*Notetaking is intended as assistance with notes on days you are present in class*

*It is NOT a substitute for attending class*

*You will gain much more information from lectures than they do from notes*

*If you're able, take your own notes also and use the classmate's notes as a supplement.*

# How do I get accommodations for next semester?

- If you are requesting the same accommodations for next semester, you will simply renew using minerAccess.
- You will not need to meet with you Access Coordinator/Advisor to renew, unless you are requesting a change to your accommodation plan.
- Using minerAccess you will be able to request Accommodation Notification letters on your own, and with no waiting!