Disability 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 Accommodation Notification Letter(s) to your desktop for your reference and print a copy for your instructor(s)

NOTE: Once you have requested your accommodations via minerAccess, your instructor will be able to see your request when they log in. However, you must proceed to step two to initiate your accommodations.
Step Two: Meet With Your Instructors

• Schedule an appointment or go to their office during office hours so that you can talk privately

• Give them your Accommodation 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 is administering the exam, discuss how your accommodations will be implemented.

• If the instructor chooses to utilize the Testing Center facility you will submit an exam request online through the Testing Center [http://testcenter.mst.edu/](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 9:00AM and a class at 10:00AM. You have a 9:00AM 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 9:00AM, 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 Note-taking 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 note-taking assistance, let your instructor know your preferred method.
  • You and your instructor will decide together which note-taking 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 Services office to be scanned or copied for the student.

*Note-taking 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 accommodation 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 your 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!
Navigating Your minerAccess Account

To access your account go to the Disability Services website; dss.mst.edu and click on the apply button. It will take you to the minerAccess page; then select the “Sign in to minerAccess”

You will be asked to login using you Miner ID number and password
SUBMITTING DOCUMENTATION

APPLICATION SUBMITTED

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

Third party documentation of your disability may consist of an IEP/504 Plan, recent diagnostic evaluations, or a letter from a qualified professional that outlines more about your disability and how your disability impacts you. If requesting HSNING accommodations, documentation must be provided to ensure your request is processed.

UPLOAD INSTRUCTION

- If you are uploading a document of 1 MB - 300dpi as resolution.
- The maximum allowable file size is 1 MB per upload.
- View: Acceptable File Types

File Information

- File Name: Dr. Documentation
- File Size: 1.05 MB
- File Type: PDF

NEED HELP?

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Disability Support Services
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