

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/>

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 hours 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.

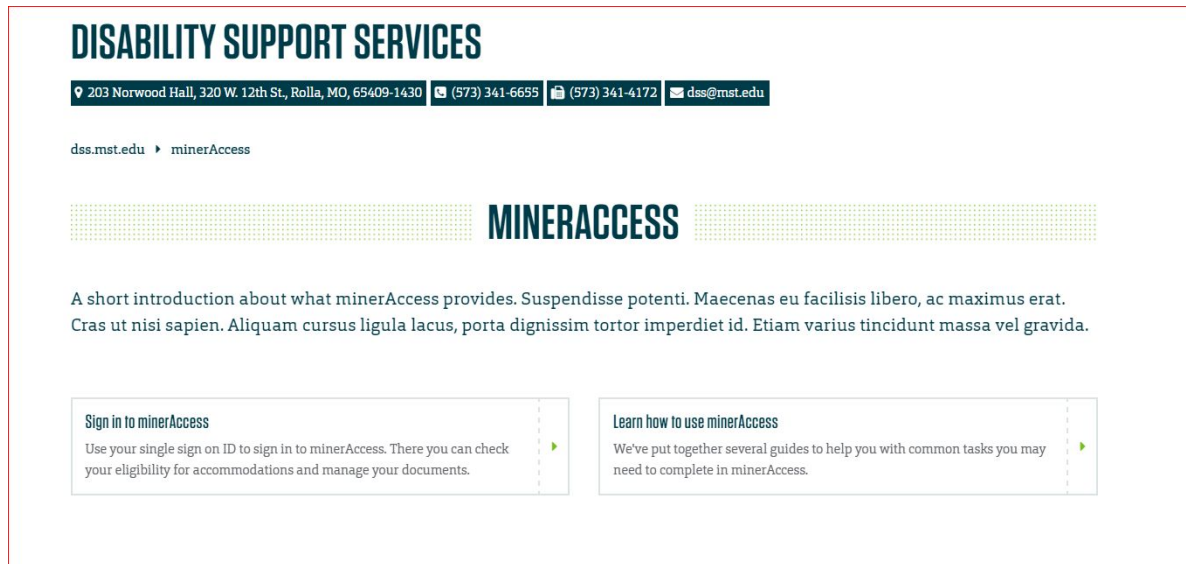
How do I get accommodation for next semester?

- If you are requesting the same accommodations for next semester, you will simply renew using minerAccess.
- You will not need to meet with 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!

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



DISABILITY SUPPORT SERVICES

203 Norwood Hall, 320 W. 12th St., Rolla, MO, 65409-1430 (573) 341-6655 (573) 341-4172 dss@mst.edu

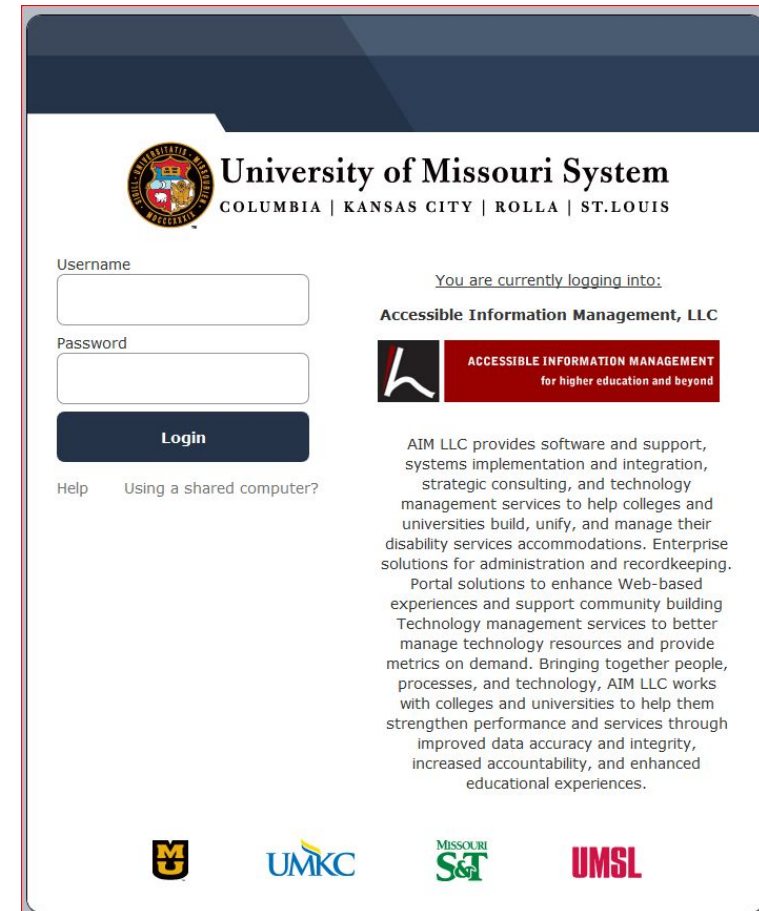
dss.mst.edu > minerAccess

MINERACCESS

A short introduction about what minerAccess provides. Suspendisse potenti. Maecenas eu facilisis libero, ac maximus erat. Cras ut nisi sapien. Aliquam cursus ligula lacus, porta dignissim tortor imperdiet id. Etiam varius tincidunt massa vel gravida.

Sign in to minerAccess
Use your single sign on ID to sign in to minerAccess. There you can check your eligibility for accommodations and manage your documents.

Learn how to use minerAccess
We've put together several guides to help you with common tasks you may need to complete in minerAccess.



University of Missouri System
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

Password

Login

Help Using a shared computer?


You are currently logging into:
Accessible Information Management, LLC

ACCESSIBLE INFORMATION MANAGEMENT
for higher education and beyond

AIM LLC provides software and support, systems implementation and integration, strategic consulting, and technology management services to help colleges and universities build, unify, and manage their disability services accommodations. Enterprise solutions for administration and recordkeeping. Portal solutions to enhance Web-based experiences and support community building. Technology management services to better manage technology resources and provide metrics on demand. Bringing together people, processes, and technology, AIM LLC works with colleges and universities to help them strengthen performance and services through improved data accuracy and integrity, increased accountability, and enhanced educational experiences.

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Problem with Login Sign In




Home


Home >> Welcome to myAccess

Home

- > Online Services Home
- > Unlocking My Account


WELCOME TO MYACCESS

 **NEW STUDENT?**
Complete a brief form to request accommodations at the University.


 **SIGN UP AS A NOTETAKER**
Give us a list of the classes in which you'd be willing to share notes.

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

 **LOGOUT**

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 **NEED HELP?**

Disability Support Services
320 W. 12th St.
203 Norwood Hall
Rolla, MO. 65409
Phone (573) 341-6655 Fax (573) 341-4172
dss@mst.edu



<p>NEED HELP?</p> <p>Access Tutorials Contact Our Office Read Disclaimer</p>	<p>DISABILITY SUPPORT SERVICES</p> <p>Missouri University of Science and Technology 320 West 12th Street; 203 Norwood Hall Rolla, MO 65409</p>	<p>Website: http://dss.mst.edu/ Email Us: dss@mst.edu</p>	<p>Phone: (573) 341 - 6655 Fax: (573) 341 - 4172</p>
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Home

Home >> **Online Student Application**

ONLINE STUDENT APPLICATION

2 Easy Steps to Register  Step 1: Fill in Application  Step 2: Submit Documentation

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

Welcome to MinerAccess!

To request accommodations for a disability or disabilities during your time at the Missouri University of Science and Technology:

- 1) Complete the following as thoroughly and accurately as possible. This is essential to ensure that the DSS Office can act on your request. Use this application if you are requesting **ACADEMIC**, **TEMPORARY**, and/or **HOUSING**, accommodations. These steps will vary depending on the nature of the accommodations approved.
- 2) Be prepared to provided documentation of your disability (also referred to as third party documentation). Third party documentation may consist of an IEP/504 Plan, recent diagnostic evaluation, or a letter from a qualified professional that explains more about your disability and how your disability impacts you. For more information about third party documentation (e.g. guidelines) visit our website at <http://dss.mst.edu>
- 3) If you are requesting accommodations for **HOUSING**, you must: A. be "otherwise qualified" to live in a university approved residential facility (e.g. possess a current contract or currently live in Residential Life housing, B. submit your request as early as possible to ensure both Disability Support Services and Residential Life can act on your request, and C. Submit third party documentation of your disability.

Personal Information

Start Term*: **2017 - Summer**
Note: Select when you would like to start your services.

First Name*:

Last Name*:

Middle Name:

Optional: Preferred Name:

Student ID*:
Hint: Enter 8 alpha numeric characters.

Contact Information



Home

Home >> Submitting Documentation

- Home
- > Online Services Home
- > Unlocking My Account

Logout

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Log Out

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 evaluation, or a letter from a qualified professional that explains more about your disability and how your disability impacts you. If requesting HOUSING accommodations, documentation must be provided to ensure your request is processed.



UPLOAD INSTRUCTION

- If you are scanning your document at 150 - 300 dpi as resolution.
- The maximum allowable file size is 1 MB per upload.
- View: [Acceptable File Types](#).

File Information

File Title*:

Select File:

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- Read Disclaimer

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