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 hours 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 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!