Guide to Using Accommodations
What will be covered in this guide?

- This guide will provide you with instructions on how to start using accommodations, including:
  - Navigating minerAccess
  - Information to discuss with instructors
  - Who to contact to implement exam accommodations
  - The process to renew accommodations for future semesters
Navigating your minerAccess account: 
Step 1

To access your account, go to the Disability Services Website https://dss.mst.edu/ and click on the minerAccess button. It will take you the minerAccess page.
Navigating your minerAccess account:
Step 2

Select the “Sign in to minerAccess.” This will take you to sign in page. You will be asked to log in using your single sign on username and password.
Navigating your minerAccess account:
Step 3

Select “New Student? Complete a brief form to request accommodations at the University.”
Navigating your minerAccess account: Step 4

Complete the application form. *Fields marked with a red asterisk are required fields.*
Navigating your minerAccess account: Step 5

After completing the application, you can upload documentation. (You will receive an e-mail from our office when your application has been processed.)

**You won't be able to request accommodations or edit your profile until your documentation has been processed by our office and digitally signed by you.**
Initiating your accommodations each semester once accommodations have been established: Step 1

- Sign into minerAccess and generate your faculty notification letters for the class(es) in which you are requiring accommodations.
  - Select the class radio button of your choice.
  - Customize the accommodations you would like to use for that class.
  - SDS will email your faculty notification letter(s) to your instructor(s).
- You will be responsible for following up with each of your instructors to confirm they have received your letters, and to discuss how your accommodations will be implemented in the class.
Initiating your accommodations each semester: Step 2

- Meet with your instructors.
  - Schedule an appointment or go to their office during office hours so that you can talk privately.
  - Confirm they received your emailed faculty notification letter.
  - 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.
  - Address any questions or concerns.
    - Contact SDS if you need assistance.
Discussing exam accommodations with instructors

- Ask instructors:
  - Are you providing 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 minerAccess. [https://dss.mst.edu/mineraccess/guides/schedule-exams/](https://dss.mst.edu/mineraccess/guides/schedule-exams/)
Discussing exam accommodations with instructors (continued)

- Discuss potential time conflicts due to extended time accommodations.
  - Back-to-back classes
    - Example: You have a 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 an accommodation for “time and a half,” you have 1 hour and 15 minutes for your exam. If you start your exam at 9:00AM, your exam will potentially run until 10:15AM, causing you to miss part of your 10:00AM class.

- This means you will need to discuss a different start time for your exam with your instructor.
Discuss scheduling exams

- You will take your exam at the same date and time as your class, except for the time conflict as explained in the previous example.
- If you have scheduling conflicts, ask your instructor:
  - *May I start my exam earlier in the day? Later in the day?*
- Decide on 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 accommodations.
  - 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 note-taking accommodation

- Meet and work with instructors to identify a note-taker
  - You initiate the accommodation by speaking with your instructor
  - Instructor recruits a note-taker
  - 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 you will from notes. If you’re able, take your own notes and use the classmate’s notes as a supplement.
Requesting accommodations for next semester

- If you are requesting the same accommodations for next semester, you will simply follow the same process:
  - Sign into minerAccess
  - request your faculty notification letter(s)
  - SDS will email the letters
  - meet with your instructors

- You will not need to meet with your access coordinator/advisor to renew, unless you are requesting a change to your accommodation plan, including converting temporary accommodations to accommodations that are continuous in nature.