



SDS: How to renew and use your accommodations



Renewing your accommodations

- Every semester/term, you will take an action to renew your accommodations
- Doing this will activate your accommodations in our system and will send a notice to your faculty member (with a copy to you).



Talking to your faculty about accommodations

Once SDS emails the Faculty Notification Form, we encourage you to reach out to the faculty to follow up.

- For Fall2020, you could do this by email. (Typically we would suggest you stay after class for a minute or go to office hours in person).
- SDS will not disclose your disability or reason for working with us in the Faculty Notification Form. You are welcome to share information with your faculty member, or not. It's entirely up to you.



If you do NOT want to disclose your disability to your faculty:

- The accommodation I will be using is (are) _____ and you should have received an email from the SDS office confirming the approval of the accommodations.
- I am not comfortable speaking about my disability and I kindly ask that you respect my right to privacy regarding specific disclosure, but if you have any further questions about my accommodations, please let me know and we can talk via email or during office hours.



If you WANT to disclose your disability

- Here is some information about my disability that may aid your understanding of my accommodations or aid my success in your course....
- This is a list of what I feel comfortable sharing about my disability, thank you for respecting my privacy....
- Strengths I bring to the classroom...
- Background on the disability...
- Possible symptoms...
- Possible events that may occur...
- What you need to know...
- How you can help...



Questions to ask your professors:

Use the following questions to guide your conversation as applicable:

- Do you have any questions for me about my approved accommodations?
- I wanted to make sure I talked to you about _____ because I'm wondering how we will make sure I receive that accommodation in your class?
- How many tests are there in your class? Do you anticipate anything we need to work through to make sure my testing accommodation goes smoothly?
- What is your attendance policy? (If you are approved for the attendance consideration, remind them what you qualify for).
- If I have to be late or miss a class, how do you prefer I let you know?
- How long after tests do you typically give feedback to your students?
- What resources do you think I should use to be successful in your class?
- I am worried about _____ in this class, do you have any suggestions for me on how I should approach that?

Using your accommodations

❖ Online exams

- Your professor will proctor those by extending the time on the online exam
- They have instructions but SDS can contact faculty if needed

❖ In person exams

- Proctored testing in SDS (3 minutes)

❖ SDS YouTube Channel (Great Resource)

- Consider subscribing and check out for helpful video tutorials

Using Your Accommodations

❖ Alternative materials

- Provide receipts for books to SDS to start process
- Auston Stamm is your main point of contact

❖ Note taking support

- Otter.ai- Auston can provide a tutorial

❖ Attendance Accommodation

- Covers missing class but NOT assignment or test deadlines
- Make sure to keep in close touch with faculty to update them on your status

Retention: Renewing Accommodations

Stay on the line if you'd like help renewing your accommodations

[Video tutorial on how to renew your accommodations](#)

(2 min)





QUESTIONS?

