

## Your Accommodations. Your Responsibility.

As an adult student with accommodations, you are the “owner” and “driver” of your accommodations. You are the one who determines when, how, and if your accommodations are implemented and utilized.

### As a student with accommodations, you must:

- Alert your professors that you have accommodations by:
  - Emailing (or forwarding) your accommodation letter to your professors at the beginning of every semester (or as soon as you receive it). Include in the email a few sentences of introduction and/or mention any accommodations you would immediately like to implement.
  - Introduce yourself in-person and discuss your accommodations with your professors during office hours, scheduling an in-person or Zoom appointment with them, or talking to them before or after class, if possible. It’s always good to put a face to a name.
  - Engage in regular communication with your professors about your desire to use and implement accommodations.
- Request that accommodations are implemented and used in advance (3-5 business days or 1 week before) of when you want to use them. It’s important to give the professor a reasonable amount of time to prepare to assist you with your request.
- Complete a semester request every semester to transfer your accommodations to each new set of classes. If you do not complete this task, you run the risk of not having your accommodation applied/activated to your classes each semester. If you are a first-year student starting your first semester, you do not have to complete this task.
- Self-advocate. This means you speak up for yourself and communicate your needs, especially when you need help, or something is not working.
- Remember that our ODS staff is available to assist you with questions, concerns, support, and/or guidance at 220 Bailey Library (M-F, 8am-4:30pm), 724-738-4877, or at [disabilityservices@sru.edu](mailto:disabilityservices@sru.edu).

### Important notes:

- Accommodation letters are typically sent:
  - During the week before the start of each semester ONLY when a semester request has been completed or this is your first semester with accommodations.
  - If the semester has begun and a semester request has not been completed, it will be sent as soon as the semester request is completed. If it is not completed, your accommodations will not be able to be used.
  - When accommodations are approved.
- Accommodations are not retroactive. This means you cannot implement or use your accommodations for assignments, tests, etc. that have already occurred or happened in the past.
- For any tasks that require the use of Accommodate, please refer to the *Student Guide for Accommodate* for instructions. This document was sent to you after your welcome meeting, can be found in the resources library of Accommodate, or within the Accommodate tab on our ODS website: [www.sru.edu/ods](http://www.sru.edu/ods).

### Considerations for Specific Accommodations

#### Testing accommodations

- Make sure to request that your approved testing accommodations are implemented for a quiz or exam at least 3-5 business days (or a week) in advance of its scheduled date. This request will be made to the professor who is giving the quiz/exam.
- Most students with testing accommodations schedule their quizzes or exams in ODS via Accommodate to ensure that accommodations are provided. Please do not schedule an exam in ODS until AFTER communicating with

your professor. If you choose to work with your professor in the classroom setting and the professor is available to provide you with your accommodation(s), that is up to you and them.

- If you do schedule to take your exam in ODS, you must schedule your exam 48 business hours before the exam in Accommodate. You can refer to the *Test Scheduling Timeline* available in the Announcements section of your Accommodate home page once the semester begins.

### Note-taking

- Prior to or at the beginning of the semester, you must alert ODS what classes you would like notes for. ODS will send an email before the start of the semester to inquire and ask that students with this accommodation alert us which classes you would like notes for to the following email: [ods@sru.edu](mailto:ods@sru.edu).
- If we do not hear from you to identify the classes you would like notes for, we will not find note-takers for any classes.
- You will be alerted when a note-taker has been identified for a class via your SRU email.
- All notes can be viewed under the Note-Taker Network tab in Accommodate.
- If you have any difficulty viewing, receiving, or accessing notes that were uploaded by the note-taker, please let ODS know immediately so that we can address the issue.

### Kurzweil or Books in Alternative Format

- When you purchase books for your classes, keep the receipt. We need proof of purchase to request a digital copy of the book from the publisher for Kurzweil.
- Kurzweil and the Read the Web extension for Kurzweil can support both hard copy and online books as well as audio reading on websites. If you need support with using either of these avenues, please reach out to ODS.
- You must complete an alternative format book request in Accommodate for the textbooks that you are requesting to use with Kurzweil. Please note that this process can take time so the sooner you submit your request, the better.

### Recording Lectures

- In the state of PA, it is illegal to record anyone without their knowledge or permission. So, before you begin recording lectures, you must notify and gain permission from your professors to record lectures.
- We recommend that you notify your professors that you will be recording when you email them your accommodation letter. It's also a good idea to introduce yourself in person so that they know you will have a device to record in the classroom.
- If there is an issue with the professor not allowing you to record, please alert ODS immediately.

### Consideration for Absences and Extensions on Assignments

- It is important to follow all the procedures listed within the *Consideration for Absences and Extension on Assignments* and ensure communication is maintained between ODS, the student, and the professor.

### Cell Phone as a Medical Device

- If you use your cell phone as a medical device and need to have access to it regularly, please alert your professor if cell phone use in the classroom is not permitted. In addition, if your cell phone may produce an alert sound for notification purposes, alerting the professor in advance is recommended.