GUIDANCE SHEET FOR DISABILITY SUPPORT SERVICES
Web address: http://disabilityservices.siuc.edu/

Disability Support Services (DSS) is located in Woody Hall B150. DSS provides federally mandated academic and programmatic support services to students with permanent and temporary disabilities. In most cases, students are required to submit medical documentation to our office that provides a diagnosis of one or more disabilities and recommendations on how our office can best accommodate individuals. We work closely with our students as well as provide guidance to any faculty, staff, graduate assistants, or teaching assistants who are also working with our students.

Academic accommodations may include, but are not limited to the following:

- Extended time on exams (possibility of reader, writer, or use of a computer)
- Note taking assistance – either notes directly from faculty or TA's or from a volunteer classmate.
- Tutor referrals – Faculty may also help identify qualified tutors.
- Sign language interpreters
- Assistive technology – Speech to text programs, Voice amplification systems, Screen readers, etc.
- Accessible Reading Materials - Audio books, Braille, Enlarged documents
- Lab assistants

Tips for Instructors and Teaching Assistants:

- Do not accept medical or psychological records from students requesting accommodations if they try to give it to you. Refer them to our office.

- If a student asks for an accommodation, but has no Accommodations Agreement from our office to give you, please refer them to our office to determine eligibility. We will review their disability documentation and give them an Accommodations Agreement on our letterhead to return to you.

- If you notice a student is struggling academically and might benefit from any of the listed accommodations, refer them to our office. Perhaps that person has yet to register with our office or may have an undiagnosed disability that is affecting academic performance. If you feel uncomfortable initially discussing this with your student, please contact one of our staff for assistance.
Students needing test accommodations will usually take the test at the same time as the rest of the class. However, students may need to schedule tests at a different time based upon their other class times. Please work with students to determine an appropriate time for them to use testing accommodations at our office. Be flexible regarding test scheduling if possible. Most often, they will take the exam at our office and utilize more time than the rest of the class.

You do reserve the right to give the test accommodation yourself if you have the time and resources. Generally, faculty asks our office to provide test accommodations.

If a student using DSS who needs audio books or Braille requests information regarding upcoming reading assignments, please give this information or materials to the student ASAP. The sooner our office gets this information, the more likely accessible reading assignments will be available to the student before it is needed in class.

If you have general questions or referral questions, please call Disability Support Services at 618-453-5738. Or, visit our website at http://disabilityservices.siuc.edu/