Students-

Disability Support Services will be launching a new Student Portal for the Spring 2017 semester and you will experience a few changes. We want to prepare you for this change as much as possible to make this a smooth transition for you. Don’t Worry! We will be posting video and written tutorials on the DSS web page and our staff will be ready to answer any questions you have. Below you will find a brief overview of some changes you can expect.

Sending accommodation notices to instructors
- Now called the Faculty Notification Letter
- You will be able to select which accommodation(s) you are requesting to use with each course (i.e., if it is an online course, you would not select ‘Preferential Seating’ as an accommodation you wish to use)
- REMINDER: Once you have sent the notice, you should schedule a meeting with your instructor to discuss how your accommodations will be delivered.

Agreements with Instructors
- Some accommodations require additional collaboration with your instructor. Students receiving these accommodations will be prompted to complete an agreement with their instructor, to ensure both parties are aware of the expectations.

Scheduling a Test
- You will be able to schedule your tests through the Student Portal!
- When you make a testing request, you will have the option to select which testing accommodations you would like to use for the test.
- Emails will automatically be sent to you and your instructor to confirm scheduling and provide appointment reminders.

Peer Notetakers
- You will need to confirm your request for a peer notetaker for every course.
- Notetakers will still be able to sign-up from the Student Portal
- Notetakers will now have the option to upload the notes to the Student Portal, where they can be accessed by you.
- You will be able to rate your peer notetakers at the end of each semester.

The systems will switch on [DATE]. At that time, you will be able to go to the DSS Student Portal, in the same location on the DSS web page, and request Faculty Notification Letters for your Spring 2017 instructors. Video and written tutorials will be available on the DSS website to assist you with this task. If your accommodation needs require a more advanced notice (i.e., captioned videos, real time transcription, physical access concerns, etc.) please reach out to your Spring 2017 instructors and/or DSS to ensure your accommodation needs are met in a timely manner.

Thank you for your patience as we make this transition to provide you better service.