



New Student Orientation Summary

- Review New Student Orientation PowerPoint Tutorial online (Link provided in Eligibility for Accommodations email)
- Generate accommodation letter(s) on myAccess (Link to myAccess found on Disability Center homepage: www.disabilitycenter.missouri.edu)
- Meet with instructors to formally request accommodations and discuss implementation
 - Provide each instructor with a printed copy of the accommodation letter
 - Meet with your instructors during office hours or during an appointment
 - Points to discuss (not exhaustive):
 - Where you'll go to take your accommodated exams (i.e. a place in their department or the Disability Center)
 - When you'll take your exam if there is a time conflict
 - How you'll receive extended time on your online exams and quizzes
 - If you want your instructor to identify a peer notetaker and how you'll be notified of who this person is
- Scheduling exams with the office
 - Verify that your instructor wants you to take your exams with the office (see above step)
 - If no, discuss with your instructor the process you need to follow to get your accommodations
 - If yes, proceed to the next step
 - Access the Exam Access Module within myAccess
 - Seven (7) days' notice for all non-finals week exams and quizzes

- A little over three weeks' notice is required for scheduling during final exams week – look for an email reminder as to when you need to have your requests in by.
- Remember, you can request all of your exams at one time, so it is highly encouraged that you to go ahead and make all your requests at one time
- Day of the exam
 - Show up to the Disability Center on time if not early. We do not administer exams if a student shows up five or more minutes late.
 - Check in with the Disability Center Exam Staff and they'll let you know where you'll be going to take your exam.

Peer Notetaker Accommodations

- **You** confirm the need for a Notetaker within the Notetaking Assistance portal in myAccess.
- You can refer back to the guide for confirming a Peer Notetaker here; <http://disabilitycenter.missouri.edu/guides/myaccess-guide/Note-Taking-Service.php>
- **Disability Center** will work with instructors to recruit a Notetaker.
- You will receive email notifications once a Notetaker has signed up and is assigned to your course(s).
- You will receive email notifications once your Notetaker uploads their notes into myAccess and you can then login and download the notes.
- To learn more about the Notetaking Assistance module in myAccess, view the tutorial on the myAccess Student Guide found on the Disability Center's website: <http://disabilitycenter.missouri.edu/guides/myaccess-guide/index.php>

If you have other accommodations that are not listed above (e.g. alternative textbook format, communication access, classroom assistance, etc.)...

- Visit the Disability Center's website for more information. Information regarding these specific accommodations can be found here: <http://disabilitycenter.missouri.edu/accommodations-services-policies/academic-and-classroom/index.php>