



Accommodations

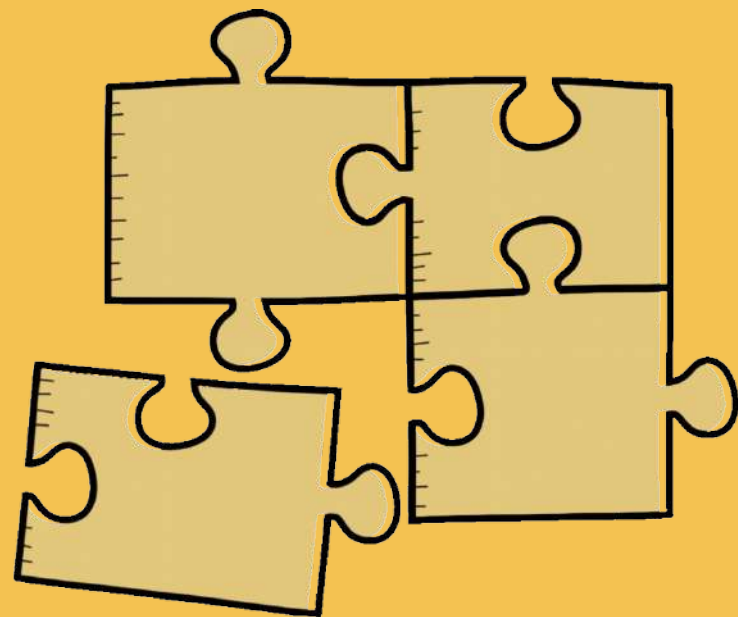
101

with Student Disability Services

Welcome!

**We are glad to
have you here.**

The Role of Student Disability Services



Texas A&M University Commerce Student Disability Services office is responsible for working with TAMUC students who self-identify as an individual with a disability.

Through the review of documentation of disability provided by the student and an interactive discussion between the student and the SDS Case Manager, reasonable accommodations are identified. Reasonable accommodations are tools, services, and technology that enhances accessibility for a student and vary depending on each student's individual needs.

With the student's written permission, each of the student's professors are provided a list of that student's accommodations that must be implemented.

WHAT LAWS PROTECT STUDENTS?

TAMUC students with disabilities are protected under several laws. Accommodations are protected Civil Rights for the students.

Section 504 of the Rehabilitation Act of 1973 requires colleges and universities to ensure accessibility of college classes, programs, labs, activities, events, and facilities. Reasonable accommodations may be provided to the student to ensure accessibility.

Americans with Disabilities Act (ADA) and Americans with Disabilities Act as Amended (ADAAA) expands the types of institutions and public venues that must provide accessibility and further clarifies who is an individual with a disability and how that individual must be provided accessibility. The ADA is considered to be the Civil Rights for Individuals with Disabilities

**ADVOCATING
101:
HOW SHOULD
STUDENTS
ADVOCATE FOR
THEMSELVES?**

Advocating starts with the student. The Case Manager can coach the student through the process, provide helpful information, and connect students to available resources. The Case Manager is available to assist if students need to further discuss their needs and accommodations with a professor.

Case Manager: Accommodations

The Student Disability Case Manager is the first contact to assist students with their accommodation needs. During an intake appointment, the Case Manager and student will have a discussion about accommodations to help determine which are reasonable and meet the needs of the student's disability. The Case Manager is also available to assist students in developing organization skills and learning how to advocate with professors.

I'm a Faculty/Staff Member How Does this Apply to Me?

Faculty and staff are the first line of communication between academics and students and will need to have a basic understanding of the accommodation process.

What are Accommodations?

Accommodations are designed to reduce or eliminate barriers in the learning environment in order to ensure students with disabilities have equal access and opportunity to learn and participate fully in all educational programs.



Types of Accommodations

- Alternative Testing
- Alternate Text
- ESA's or Service Animals
- Assistive Technology
- Extended Time for Assignments
- CART/Interpreting

Testing Accommodations

- Testing Stations, Private Rooms
- Extended Time, Reduced Distraction Environment
- Ear Plugs, White Noise Machine, Colored Overlays, Regular/Vertical Mouse
- Equipment: CCTV, Digital Readers, Large Print Keyboards, Vertical Mouse
- Software: Read & Write, Glean, JAWS.
- Additional equipment also available

Receiving Assistance with Exams



How to register to take a test in the SDS Office:

1. Visit www.tamuc.edu/SDS
2. Select 'Sign In'
3. Under 'My Accommodations' on the left, select 'Alternative Testing'
4. 'Select Classes' in pull down menu and choose the correct course
5. Choose *Request Type, Date and Time* for the exam
6. Register at least FIVE business days in advance

What Will I Recieve When A Student Registers to Test in the SDS Office?

You will receive a testing checklist that should be completed several days before the exam. The checklist let's us know how to administer the exam.

Name: **Testing Agreement Checklist 2022-2023**

Description: Testing Agreement

Faculty / Staff Instruction: Please complete the following Testing Agreement for this class. This is a general checklist that is necessary and used throughout the semester as a guideline. This form will send class information, the students accommodation requirements and general testing information to SDS.
A testing agreement is needed once per semester for each class and section.

Individual Exam Instruction -
Additional information for each individual test may be entered in the Exam Instructions form, this is a great place to specify what is allowed for each individual test at the time the student registers for that test.

Instructors:
1. Please complete the testing agreement at least 2 business days before the exam is scheduled to be taken.
2. Provide exam materials at the minimum the business day before an exam is scheduled.
3. Notify SDS Testing ahead of time of any adjustments to exam or proctor conditions.
4. Stay up-to-date on SDS Testing Center policies and procedures.

Email Confirmation Message: Thank you for submitting the Testing Agreement!

Student Testing Agreement (Checklist): **Not Specified**

Student Requesting Exam Agreement: **Not Specified**

Require Faculty Confirmation: **By Pass**

Allow Exam Request: **Yes**

Send Instructor Exam Reminder: **Yes**

Show Reminder to Talk to Instructor: **No**

Published: **Yes**

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Assistive Technology

Tell Me More!

Assistive Technology (AT) – an app, program, software, equipment or a type of technological device to help with participation or inclusion where there may otherwise be a barrier.

- Ex. Glean software and App, CCTV equipment, C-Pen handheld device

The purpose of AT is to help a person with a disability participate more fully and function more independently

- Ex. Using an application to record notes instead of a scribe for every class

A few examples of what our office offers:

- Devices (such as magnifiers, colored overlays), Digital books, Notetaking/Text Reading Software, Smart Pens, Book Players, Assistive Listening Device, Text to Text Communication

Animals on Our Campus

A service animal is an animal that has been trained to do work or perform tasks for the benefit of a person with a disability.

Generally, service animals must be allowed to accompany their handlers in all areas that members of the public may go.

CART/Interpreting Accommodations

What is CART?

Communication Access Realtime Translation (CART) provides access to communication for individuals who are deaf through captioning.

What is interpreting?

The use of a sign language to convey the information contained in the program audio (speech and other important sounds) to viewers who are deaf and for whom sign language is their first language.

CART/Interpreting Accommodations Continued

Why is this important?

Deaf/Hoh students must be provided access to the course at the same time as their non-disabled students.

What is my role as a faculty member?

- Ensure captioning is in place for all videos and live sessions**
- Consistent end and start times for courses**
- Timely responses to SDS regarding materials and the format of the course**

How Do Students Apply with SDS?




1. Select New Student Application
2. Complete the application and upload your documentation




Select **New Student Application**

WELCOME TO ONLINE SERVICES

PLEASE CHOOSE FROM THE FOLLOWING

| | | |
|---|--|---|
|  |  |  |
| Sign In Registered Students with Disabilities or Employees Working for SDS | New Student Application New Student Registration to Receive Accommodation | Sign Up as Notetaker Submit Application to Take Notes for Students with Disabilities |



Request Sign Language Interpreters and Real Time Captioners
Request This Service for Your Event on Campus

DOCUMENTATION GUIDELINES



1. Typed on a letterhead, dated, and signed by a qualified professional with relevant credentials (i.e. MD, Ph.D., LSSP, etc.). Please include the evaluator's name, address, and telephone number
2. List the disability or disabilities providing a clear diagnosis
3. Describe the impact or symptoms of the disability in relation to requested accommodations
4. If appropriate, discuss the severity and/or expected progression
5. If appropriate, list medication side-effects
6. Current and/or past accommodations
7. Any recommended accommodations, adaptive devices, and/or assistive services

WHAT WILL I RECEIVE ONCE MY STUDENT APPLIES WITH SDS?

An accommodation letter that lists the students accommodations. Students should follow up with you to ensure that you received it and to further discuss the accommodations listed.


From: **StudentDisabilityServices@tamuc.edu**

Email Subject: **Eligibility Letter**

Email Type: **General**

CCs: **Not Specified**

Top Body:

 **A&M-COMMERCE**

(DATETODAY)

Dear **(NAME)**,
(SCHOOLID)

The Office of Student Disability Services (SDS) evaluated your request for accommodations. SDS found that the information you presented appears to support a disability determination at this time under the Americans with Disabilities Act of 1990 or Section 504 of the Rehabilitation Act (1973).

You have been granted the following reasonable accommodations:

Automated Content: **This section will be automatically generated by the system. Please refer to our manual ([DSAIM Manual](#)) for sample content and approved tags.**

Bottom Body: For Academic Accommodations--Please request your accommodation letter for instructors through this portal. You must request your letter of accommodations every semester in the same manner.

<https://andes.accessiblelearning.com/TAMUC/>

For Housing Accommodations-SDS will provide your letter to RLL.

If you are still experiencing great difficulties despite these accommodations after a semester, please notify SDS, so we can deal in greater depth with your specific disability and accommodation requests.

Sincerely,

Signature: Student Disability Services
Waters Library 162
Mail: P.O. Box 3011 | Commerce, TX 75429
Ship: 2600 South Neal Street | Commerce, TX 75428
Tel: 903.886.5150 | Fax: 903.468.8148 | www.tamuc.edu/sds

WHAT SHOULD I DO IF A STUDENT NEEDS SERVICES?

Please refer the student to our office via in person, phone, or email. Once this happens our office will reach out to the student directly to began the accommodation process.

Student Disability Services Contact Information:



Water's Library, Room 162
Phone: 903-886-5150



Alexis Duggan: Director
(903) 886-5835



Sarah Sparks: Testing Coordinator
(903) 886-5173



Ashley Teamor: Case Manager
(903) 886-5931