Student Checklist for Assistance during Temporary Conditions

Temporary conditions are conditions such as a broken leg, illness, or hospitalization. They are not disabilities and are not covered by the Americans with Disabilities Act. If you are a student who has recently been hospitalized, had an accident, had a family emergency, or complications of a pregnancy, you may want to be aware of the following information. You may need only a few of these resources; all are included for your convenience. It may be helpful to provide campus offices with your cell phone number.

1) Contact each of your professors to let them know of your absence as soon as possible. Clarify what you need to do while you are away from class and follow up promptly. If you cannot meet a deadline, be sure to contact your professor to ask what you need to do. Any changes in deadlines are at the professor’s discretion.

2) In addition, you may ask the Dean of Students Office to notify your professors of your absence. This is not an excused absence, but an official WSU absence notification. Contact Joan Kauphusman at jmkauphusman@winona.edu or 507-457-5300. (This does not take the place of #1).

3) If your class notes are not on D2L, ask a classmate to take notes in each of your classes and email the notes to you. Thank them.

4) Health & Wellness Services provides medical assessment, diagnosis, and treatment. Documentation of medical treatment can also be provided. Call 507-457-5160 or visit IWC 222 to schedule an appointment.

5) Do you need crutches? Health & Wellness Services sells them for approximately $30-$40. Standard wheelchairs and knee walkers can be rented from Bourne Medical (507-452-1313) for approximately $60/month.

6) Contact your roommate, Resident Assistant, and/or Hall Director if you live in the residence halls. Your roommate or fellow residents may be willing to help you with accessing food services. You can also ask Food Service employees for assistance when in Jack Kane Dining Hall and Lourdes Cafe.

7) Do you need help getting around?
- The WSU Shuttle provides transportation between West Campus, East Lake Apartments, and the Main Campus. Visit the shuttle website, http://www.winona.edu/transportation/shuttle.asp for the schedule, or contact Security at security@winona.edu or 507-457-5555 with questions. The East Lake Shuttle makes a stop at Wabasha Hall. This would be helpful for students who may be on crutches and have a class in Wabasha Hall.
- Parking Services provides a free temporary parking permit with medical documentation for two weeks; contact parking@winona.edu or 507-457-5062.

8) Communicate with your professors by email and keep a file of your communication during your absence. This is your primary communication regarding your academic progress, so place top priority on it.

9) All WSU students are welcome to use the free academic assistance provided by Tutoring Services (www.winona.edu/tutoring). Email TutoringServices@winona.edu or call 507-457-2486.

10) Make-up tests may be taken in Testing Services. Go online to http://www.winona.edu/testing/schedule-exam.asp to schedule your exam. Contact: testingservices@winona.edu or 507-457-5680.

11) Counseling & Wellness Services provides emotional/mental health therapy and support. Contact: counselingservices@winona.edu or 507-457-5330.

12) If you have a documented disability, contact Access Services at access@winona.edu or call 507-457-5878. You may be able to arrange academic accommodations for tests that are missed during your temporary condition. If the temporary condition becomes a permanent disability, then you may want to register with Access Services.

13) If you currently participate in the TRIO Student Support Services program, please contact your SSS advisor for personal support and academic advice. Contact: StudentSupportServices@winona.edu or 507-457-5465.
Winona State University Resources for Students

Access Services
Maxwell Hall 314
507-457-5878
www.winona.edu/accessservices
access@winona.edu

Counseling & Wellness Services
Integrated Wellness Center 222
507-457-5330
http://www.winona.edu/counselingservices
counselingservices@winona.edu

Dean of Students Office
Kryzsko Commons 234
507-457-5300
StudentLife@winona.edu

Health & Wellness Services
Integrated Wellness Center 222
507-457-5160
www.winona.edu/healthservices

Housing & Residence Life
Kryzsko Commons 130
507-457-5305
www.winona.edu/housing
reslife@winona.edu

Parking Services
Maxwell Hall 233
507-457-5062
www.winona.edu/parking
parking@winona.edu

Security
Sheehan Hall 118
507-457-5555
www.winona.edu/security
security@winona.edu

Student Support Services
Krueger Library 219
507-457-5465
www.winona.edu/studentsupportservices
StudentSupportServices@winona.edu

Testing Services
Krueger Library 220
507-457-5680
www.winona.edu/testing
TestingServices@winona.edu

Tutoring Services
Krueger Library 220
507-457-2486
www.winona.edu/tutoring
TutoringServices@winona.edu