

# 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](mailto: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](mailto: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](mailto: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](http://www.winona.edu/tutoring)). Email [TutoringServices@winona.edu](mailto: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](mailto:testingservices@winona.edu) or 507-457-5680.

\_\_\_11) **Counseling & Wellness Services** provides emotional/mental health therapy and support. Contact: [counselingservices@winona.edu](mailto:counselingservices@winona.edu) or 507-457-5330.

\_\_\_12) If you have a documented disability, contact **Access Services** at [access@winona.edu](mailto: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](mailto: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](http://www.winona.edu/accessservices)  
[access@winona.edu](mailto:access@winona.edu)

## Counseling & Wellness Services

Integrated Wellness Center 222  
507-457-5330

<http://www.winona.edu/counselingservices>  
[counselingservices@winona.edu](mailto:counselingservices@winona.edu)

## Dean of Students Office

Kryzsko Commons 234  
507-457-5300

[StudentLife@winona.edu](mailto:StudentLife@winona.edu)

## Health & Wellness Services

Integrated Wellness Center 222  
507-457-5160

[www.winona.edu/healthservices](http://www.winona.edu/healthservices)

## Housing & Residence Life

Kryzsko Commons 130  
507-457-5305

[www.winona.edu/housing](http://www.winona.edu/housing)  
[reslife@winona.edu](mailto:reslife@winona.edu)

## Parking Services

Maxwell Hall 233  
507-457-5062

[www.winona.edu/parking](http://www.winona.edu/parking)  
[parking@winona.edu](mailto:parking@winona.edu)

## Security

Sheehan Hall 118  
507-457-5555

[www.winona.edu/security](http://www.winona.edu/security)  
[security@winona.edu](mailto:security@winona.edu)

## Student Support Services

Krueger Library 219  
507-457-5465

[www.winona.edu/studentssupportservices](http://www.winona.edu/studentssupportservices)  
[StudentSupportServices@winona.edu](mailto:StudentSupportServices@winona.edu)

## Testing Services

Krueger Library 220  
507-457-5680

[www.winona.edu/testing](http://www.winona.edu/testing)  
[TestingServices@winona.edu](mailto:TestingServices@winona.edu)

## Tutoring Services

Krueger Library 220  
507-457-2486

[www.winona.edu/tutoring](http://www.winona.edu/tutoring)  
[TutoringServices@winona.edu](mailto:TutoringServices@winona.edu)