

# Winona State University Access Services

## Student Handbook

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## Welcome to Access Services!

Winona State University is committed to making its programs accessible to all qualified students. Access Services can assist you in providing effective academic accommodations that address your individual learning needs. In this handbook, you will find information to access academic accommodations at Winona State.

### Requesting Accommodations

Each semester, you'll need to submit a formal request for your classes in which you would like to receive accommodations. You may do that any time after registration when your schedule is finalized by using our [online Accommodation Request form](#). You will need to submit the form for each class in which you would like to receive accommodations. Your professor will be notified of your eligibility via email.

### Discussing your accommodations with your professor

Your professor is an integral part of your accommodation plan, since they are in charge of the class. It is expected that the student will initiate a conversation with the professor regarding their needs and accommodations for their classes *as soon as possible*.

Discussing academic concerns or disability related accommodations with professors can be difficult, especially the first time. Here are some suggestions to help you prepare for your conversation.

- **Schedule your meeting as early in the semester as possible.** Find a time during scheduled office hours, or by appointment, to meet privately with your professors. Arrange the meeting early in the semester.
- **Start in your comfort zone.** If it feels overwhelming to talk to all your professors, start by meeting the ones you are most comfortable around. As you gain confidence, schedule the other meetings.
- **Organize your thoughts, or even role play, prior to the meeting.** Think about your accommodation requests or any information you may want to discuss. You may want to do some role-playing to plan how you will respond to questions about your accommodations.
- **Let the accommodations be your guide.** Focus the discussion on your accommodations, not your disability. You do not need to disclose your diagnosed disability to receive accommodations.
- **Discuss testing arrangements with your professor.** This would be a good time to talk about when and where you'll be taking your exams. Some professors prefer to provide the accommodations in their office area, while others prefer that you receive your accommodations in Access Services. You'll want to ask for permission if your class schedule doesn't allow you to take your exams at the same time as the class. (i.e. night classes or back-to-back classes)

- **Be open to suggestions or comments from instructors.** Accommodations often require a collaborative effort and instructors are frequently able to offer creative suggestions for implementing accommodations.
- **Reconnect with Access Services if necessary.** If you find you are unable to schedule an appointment with your professor, or are experiencing barriers of any kind, contact [Access@winona.edu](mailto:Access@winona.edu) to discuss the situation. Ask your instructor to contact Access Services with any questions you do not feel comfortable answering.

### **Testing Policies & Procedures:**

- All exams must be scheduled by the student at least 3 business days (not including Saturday and Sunday) in advance.
- You have until 4:29 p.m. today to sign up for an exam that is 3 business days from today. (i.e. sign up on Monday by 4:29 p.m. for a Thursday exam)
- Students are expected to take their exams in Access Services at the same time as the class. Any variances require the professor's approval.
- Exams must be completed between 8:00 a.m. and 4:30 p.m. during the semester. Access Services is open extended hours during finals week.
- Exams for classes beginning after 3:30 p.m. can either be taken earlier that day or the next day, depending on professor approval.
- Exams may be scheduled in advance for the entire semester based on your course syllabi. If a date changes or if you drop a course, you should contact Access Services.
- Exams not taken at the scheduled time will be so noted and returned to the instructor/professor.
- Please notify Access Services if your test is cancelled, postponed, or if you decide to take it in class.
- If you are unable to come for a scheduled exam, email your professor and copy [access@winona.edu](mailto:access@winona.edu). Ask them to "reply to all" so we both get the same information. All changes to testing times or days must have instructor approval.
- Students arriving late for their exam will have that time deducted from the total time allowed.
- Students may not leave the testing area once the test has begun without permission of the test proctor. The restroom should be used prior to the start of the exam.
- No textbooks, notes, or calculators are allowed in the testing area unless otherwise instructed in writing by the faculty member concerned (Books, bags, backpacks, and electronic devices must be left outside the testing room).
- The proctor cannot help the student with the test, only with the accommodations.
- Faculty may choose to supervise the exam, but adherence to the accommodations granted must be followed.
- Faculty may choose to give exams orally to students with a vision and/or permanent hand mobility impairment.
- All students must take at least one exam in Access Services prior to final exams.

- Students must abide by the academic policies outlined in the WSU undergraduate catalog in regard to [Academic Honesty and Integrity](#). Any suspected evidence of cheating or use of unauthorized resources will be documented by Access Services staff and reported to the appropriate faculty member.
- Students exhibiting unruly behavior or using abusive language will be asked to leave.

### **What happens if I'm sick on the day of an exam?**

Please notify your professor **AND** [access@winona.edu](mailto:access@winona.edu). It will be up to your professor's discretion if and/or when you're allowed to make it up. Your professor will need to contact Access Services to approve the new time.

### **What if I'm late in signing up for an exam?**

You will receive an email notice telling you that you are too late to sign up. You will be expected to take the exam in class. We recommend signing up for all exams listed on your syllabi at the beginning of the semester, to avoid the stress of missing deadlines.

### **What if a test date changes or gets cancelled?**

Simply notify [access@winona.edu](mailto:access@winona.edu) or call 507-457-5878. You may be asked to send correspondence received from your professor to verify the change.

### **Instructions for Scheduling an Exam**

Please follow the steps below:

1. Click [Schedule an Exam](#) to sign up for a test. If at any point a page pops up and you are asked to enter your user name and password, you must enter your **full** email address (i.e. jsmith09@winona.edu). The password is the same one used to access your WSU e-mail.
2. Complete all areas on the sign up page, as indicated. You will need to know the **exact** spelling of your professor's last name for that specific section. Unless you know your professor's e-mail address, the easiest way to enter in the professor's name is to click on the book icon. When the new page opens, type in your professor's last name and search for their name.
3. You must choose a valid time to start your test between 8 a.m. and 3:30 p.m. Monday through Friday. No tests will be allowed to start after 3:30 p.m.
4. When you are done, click on the 'Save' button at the bottom of the page. **Note:** Your information will not be submitted if anything is left blank. There will be an indication in **red** once you click on 'Save' if you are missing any information.
5. You will receive an email when your request has been submitted. It will either confirm your submission, tell you that you are late, or ask you to resubmit with a valid time.
6. You can sign up for all your tests at the beginning of the semester when you get your class syllabi. Your professors will automatically receive an email **3 days before your**

**exam**, notifying them that you have signed up to take the exam in Access Services. If the date or time of your exam changes, please email or call immediately, so we can make the necessary changes. Only an Access Services staff member can modify a test date or time once it has been submitted online.

7. **Remember the 3 day rule!** You will have until 4:29 p.m. today to sign up for a test that is 3 business days from today. If you sign up for an exam less than 3 business days of the scheduled exam day, you will receive an email in your WSU email account notifying you of the late sign-up. You will be instructed to take that exam in class.
8. Once you are directed back to our website, you have successfully signed up for your exam! All you will need to do then is come in to our office the day and time of your exam.
9. **To view the tests you have entered, please click [View My Tests](#).**

## Notetaking

Access Services relies on the use of technology to assist students with their notetaking needs. Several apps are available at no cost to WSU students to download to their iPads, such as Notability, Evernote and One Note.

### Notability:

- This app offers the option to write notes using your finger or a stylus pen or type on the iPad screen, and record at the same time for later review. When you type your notes while recording, you can go back to a specific section of the recording by clicking on a keyword.
- This app is available in the WSU app catalog on the "Purchased" tab.

### Evernote:

- This app has 2 different recording abilities. Tap the paperclip at the top of the page to add an attachment and select "Audio" to record an entire lecture while typing your notes.
- By using the microphone in the keyboard, it will record a lecture and convert it to text. You would need to sit near the professor for this to be effective, and only record short segments of material (about 40 seconds at a time).
- This app is available in the WSU app catalog on the "Public" tab, and you will need to create an Evernote account.
- To use a stylus pen or your finger to take notes, you would need to download "Penultimate". You can choose to use lined, graph, or plain paper, but you cannot type or record using Penultimate.

### One Note

- This app is available in the WSU app catalog on the "Public" tab. You'll need to set up an account on Skydrive.
- Like Evernote, when you use the microphone in the keyboard, it will record only short segments (less than 40 seconds) and convert them to text. One Note would be helpful in dictating a paper in short paragraphs as you have a variety of formatting options. You cannot type and record at the same time.

Smart Pens are available from Access Services to students who don't have iPads. Using specialized notebook paper, a Smart Pen allows the user to write down key words while recording a lecture, and come back later to replay the lecture. You can play back any part of the lecture by tapping on a word in your notes.

### **Recording Lectures**

In some cases, students with disabilities may record their class lectures. The student is responsible for the set-up of the equipment and for the recording of the lecture. Once recorded, it may not be shared with other students. The professor and/or Access Services may stipulate conditions for recording. All files are to be erased, deleted, or destroyed at the end of the semester.

### **Alternate Format Textbooks**

Books are available in alternate formats for qualified students to assist them in the successful completion of their classes. Eligible students should meet with the Alternate Media Specialist after registering for their classes to determine what books are needed. Students must provide proof of purchase of their books to meet copyright laws of publishers.

### **Priority Registration**

Students who are registered with Access Services are eligible for priority registration so they can establish a class schedule that will accommodate their physical and/or academic needs. Time should be allowed between classes so exams can be taken with extended time at the same time as the class. You must meet with your advisor prior to registering to obtain your access code.

### **Sign Language Interpreters**

Access Services will arrange for an interpreter to be present in the classroom and other class-related activities, such as small groups or a meeting with a faculty member. Please submit your request using our online system at least 3 weeks prior to the start of the semester so an interpreter is present on the first day of class.

## Obtaining Accessible Furniture

Students needing accessible furniture in a classroom should meet with one of the Access Services staff members to request the accommodation **at least 3 weeks** before the start of a new semester with their completed form on page 8.

- After registering for the upcoming semester, the student should physically check out each classroom where the class is scheduled to meet. If this is difficult for the student due to mobility or pain issues, the student should contact Access Services to request assistance in assessing the classrooms for his/her furniture needs.
- Access Services will make every effort to accommodate late requests but cannot guarantee that the furniture will be in place for the first day of class.
- Students should bring their own cushions or orthopedic support, etc. as needed to use in the classroom. These are considered personal accommodations. The University is not responsible for personal items left in the classroom.
- If there are any problems with the furniture (the furniture is missing from the room, it is constantly being moved, etc.), then it is the student's responsibility to notify the Access Services immediately at 507-457-5878 to resolve the problem.
- If it is necessary to purchase furniture for the student, there will be an additional delay. Due to University purchasing procedures, furniture is ordered through specific vendors; Access Services will work diligently to help ensure prompt fulfillment of the request. For these reasons, it is extremely important that students who believe they will need accessible furniture make their requests as early as possible.

## Grievance Process

This grievance process shall apply to situations where a student has followed the established procedures to request accommodations on the basis of disability and the request has been denied or otherwise not provided.

- Written or emailed complaints should be filed within 30 days of the date the incident occurred with the Assistant Director of Access Services.
- If an informal resolution is not reached, the student should file a grievance through the University's [Affirmative Action Office](#).
- Students also may file a complaint directly with the [U.S. Department of Education's Office for Civil Rights](#) or with the [Minnesota Department of Human Rights](#). The Statue of Limitations for filing a complaint with the Office for Civil Rights is 180 days from the date the incident occurred.

# Winona State University Access Services

## Alternative Furniture Request

Please complete and return to Access Services

### Contact Information:

Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Address: \_\_\_\_\_ Semester: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Furniture being requested (be as specific as possible):

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### Location of class for requested furniture:

Building Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Have you checked the room for your requested furniture?  Yes  No

Signature

Date

**\*\*NOTE\*\***

**A minimum of 10-15 business days is required to fill this order.**

#### Office Use Only

Request received on: \_\_\_\_\_ Request emailed on: \_\_\_\_\_

Accommodation verified on: \_\_\_\_\_ Student notified on: \_\_\_\_\_