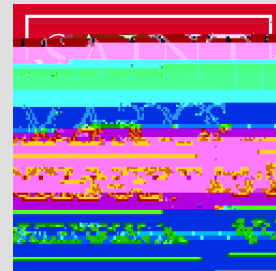# SDS: How to renew and use your accommodations

Renewing your accommodations

Every semester/term, you will take an action to renew your accommodations

Doing this will activate your accommodations in our system and will send a notice to your faculty member (with a copy to you).

Talking to your faculty about accommodations

Once SDS emails the Faculty Notification Form, we encourage you to reach out to the faculty to follow up.

For Fall 2020, you could do this by email. (Typically we would suggest you stay after class for a minute or go to office hours in person).
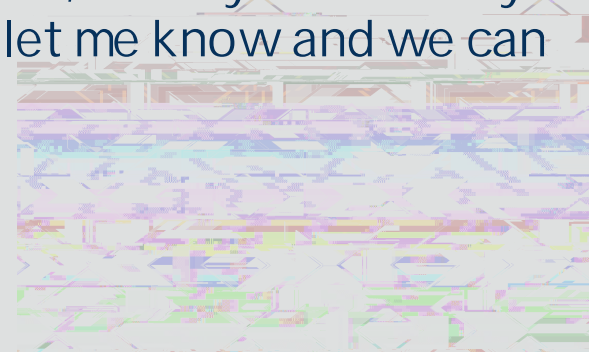
SDS will not disclose your disability or reason for working with us in the Faculty Notification Form. You are welcome to share information with your faculty member, or not. It's entirely up to you.

If you do NOT want to disclose your disability to your faculty:

The accommodation I will be using is (are)_____ and you should have received an email from the SDS office confirming the approval of the accommodations.

I am not comfortable speaking about my disability and I kindly ask that you respect my right to privacy regarding specific disclosure, but if you have any further questions about my accommodations, please let me know and we can talk via email or during office hours.

If you WANT to disclose your disability

Here is some information about my disability that may aid your understanding of my accomodations or aid my success in your course….

This is a list of what I feel comfortable sharing about my disability, thank you for respecting my privacy….

Strengths I bring to the classroom…

Background on the disability…

Possible symptoms…

Possible events that may occur…

What you need to know…

How you can help…

Questions to ask your professors:

Using your accommodations

Online exams

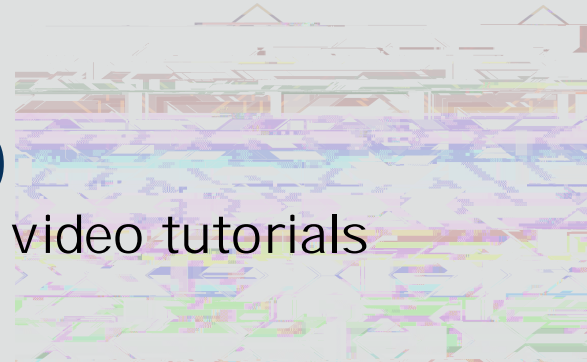Your professor will proctor those by extending the time on the online exam

They have instructions but SDS can contact faculty if needed

In person exams

Proctored testing in SDS (3 minutes)

SDS YouTube Channel (Great Resource)

Consider subscribing and check out for helpful video tutorials

Using Your Accommodations

Alternative materials

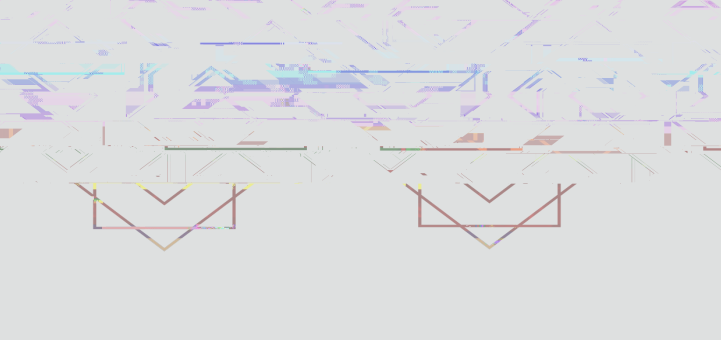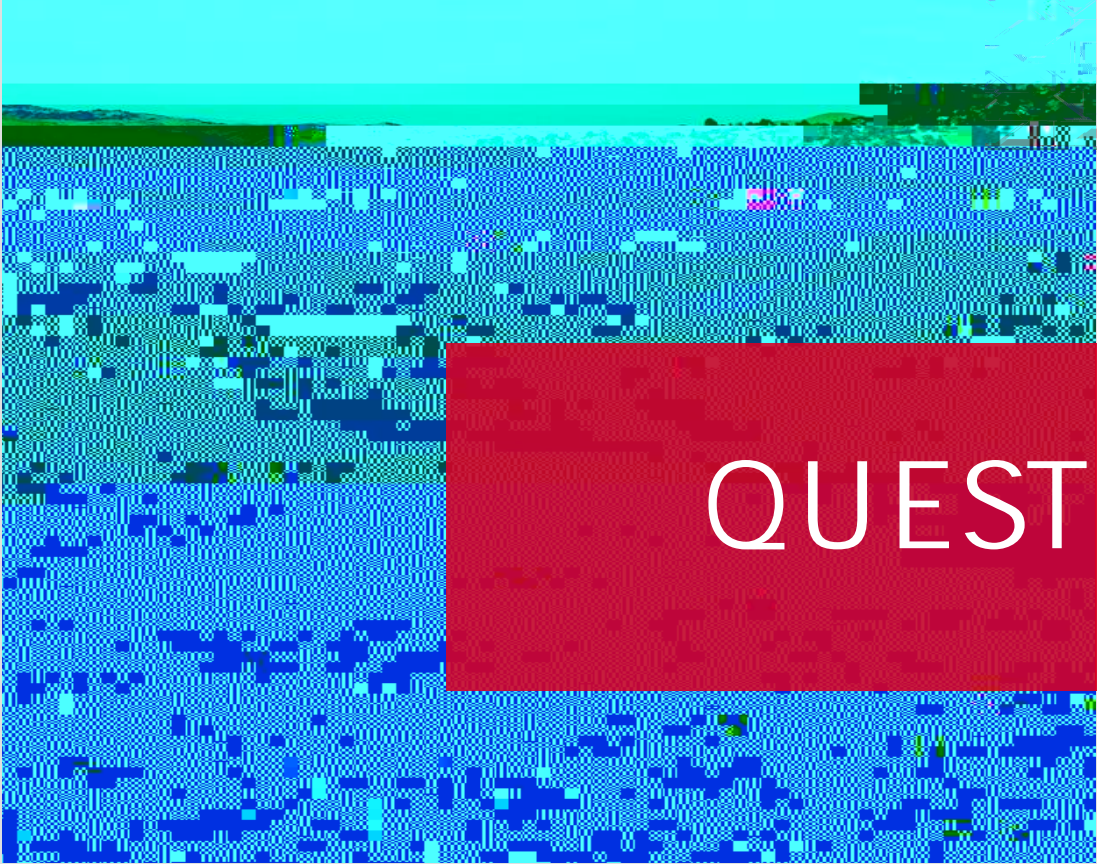Provide receipts for books to SDS to start process

Stay on the line if you'd like help renewing your accommodations

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(2 min)

QUESTIONS?