Student Checklist

It is strongly recommended that you follow and use the checklist below to help you become familiar with Disability Access Services policies and procedures.

NEW STUDENTS

____  1. Complete a Disability Access Services (DAS) application and registration form.

____  2. Arrange for medical documentation to be provided to DAS. DAS can assist you in signing a release and faxing it to your medical professional.

____  3. Schedule an interview intake meeting with a DAS staff member to discuss the best accommodations for academic support.

____  4. Prior to receiving your Faculty Notification letter, you must meet with a staff member in DAS to discuss student rights/responsibilities and policies.

ALL STUDENTS

____  1. Complete and submit a current semester DAS Registration Form.

____  2. Visit http://www.umsl.edu/services/disability/ and review the DAS Student Handbook that outlines DAS policies and procedures which students registered with DAS are responsible for knowing and adhering to.

____  3. Meet with DAS and pick up your Faculty Notification letter.

____  4. Make arrangements to meet privately with each of your professors to deliver a copy of your notification letter and discuss your accommodations. (Note: Do not attempt to deliver your memo before/after class to respect your instructor’s time and protect your confidentiality) *If you do not meet with your instructors, you run the risk of not having some or all of your accommodations provided in a timely manner

____  5. Have each of your instructors initial your official Faculty Notification letter.

____  6. Return the official memo initialed by all of your instructors to the DAS office.

STUDENTS REQUESTING TESTING ACCOMMODATIONS
*Students are encouraged to use the Campus Testing Center (93JCP) for testing unless otherwise instructed by DAS.

____  1. Complete the following tasks for each exam:
- Schedule exams at least 7 days in advance at either the Campus Testing Center or Disability Access Services.
- Notify professor of your testing request and complete an Adaptive Testing Form.

2. Students approved to test at DAS must meet with a staff member in DAS to submit copies of the syllabi for each course within 2 weeks of start of semester.

**Students requesting alternate format textbooks:**

- Meet with DAS and explain that you would like to have alternate textbooks. This should be done at least 4-6 weeks prior to the start of classes. You will need to provide: a copy of your booklist, receipts for your purchased textbooks, and a signed Textbook Agreement Form.

**Students requesting note taking accommodations:**

- Meet with your instructor or TA to discuss your need for notetaking accommodations during the first week of classes. Ask your instructor to assist with the process of finding a notetaker. Please refer to the notetaking accommodation procedures, and ask a DAS staff member for clarification regarding any issues. You can pick up your carbonless paper from the DAS Office.

**Students requesting readers/writers for exams:**

- If you need a reader/writer for your exams, please notify the Coordinator for Student Accommodations or DAS Program Coordinator at the start of the semester. It is important for DAS to have advance notice of your test dates in order to ensure that a reader/writer is available for your exam (at least two weeks).

Address: Disability Access Services
144 Millennium Student Center
One University Boulevard
St. Louis, Missouri 63121

Phone: (314) 516-6554
Fax: (314) 516-6561

Contact Information for Test Scheduling:

Campus Testing Center
93 JCP
(314) 516-6396
assessctr@umsl.edu