

Aggie Welcome & Orientation

STUDENT ACCESSIBILITY SERVICES

Jesse Haas, Interim Director

The logo for New Mexico State University, featuring the letters "NM" in a large, serif font above the words "STATE UNIVERSITY" in a smaller, sans-serif font, all contained within a white square with a maroon border.

NM
STATE
UNIVERSITY

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Student Accessibility Services

empowering Students with Opportunity, Access and Resources
(SOAR)

- Register with the SAS office.
- Provide documentation of disability.
 - Complete Petition for Accommodation form; attach documentation.
 - Schedule an appointment for an interactive meeting with the director to discuss requested accommodations.

Types of Disabilities

- Learning Disabilities
- Speech Impairments
- ADD/ADHD
- Autism Spectrum Disorder
- Dexterity limitations
- Mobility/Physical Limitations
- Deaf/Hard of Hearing
- Blind/Low Vision
- Psychological Disorders & Mental illness
- Systemic/Chronic Medical Conditions
- Cognitive/Traumatic Brain Injury

Documentation Guidelines

- Petition form can be completed by medical provider.
- IEPs need to include the diagnosis of disability and recommendations for accommodations.
- 504 Plans need to include the diagnosis, name of medical provider and date of diagnosis.

What are reasonable accommodations?

- Necessary adjustments to the education environment to provide access
 - academic adjustments
 - auxiliary aids and services
- Requested accommodations should NOT
 - fundamentally alter the nature of the program
 - cause undue financial or administrative hardship
 - pose direct threat to health or safety of others

Types of Accommodations

- Classroom Accommodations
 - Peer note takers
 - Record lectures, take photos of white board
 - Printout/copies of powerpoints
 - Sign Language Interpreters
 - Alternative texts
 - Braille, Audio, Pdfs
- Testing Accommodations
 - Extended time (1.5X – 2X)
 - Private/separate testing room with camera or proctor
 - Reader/Scribe
 - Assistive Technology
 - Word processor, Screen reading software, etc.

Reduced Course Load

- Most scholarships require the minimum of 15 credits per semester.
- Complete *Scholarship Credit Hour Adjustment Referral Form* for a reduced credit load (< 15 credits)
<https://fa.nmsu.edu/files/2018/12/Scholarship-Adjustment-Referral-Form.pdf>
- Form is verified by SAS staff and needs to be submitted to the University Financial Aid & Scholarship Services office within two weeks after the semester begins.
- Can be renewed each semester.

Housing Accommodations

- Requests need to be supported by medical documentation for:
 - Single room, private bathroom
 - Meal plan waiver
 - First floor housing
 - ADA accessible room
 - Emotional Support Animals
- Make an appointment with SAS director.
- Housing Accommodation forms available on SAS website: <https://sas.nmsu.edu/housing/>

Student Rights and Responsibilities

- Equal access to postsecondary education.
- Receive reasonable accommodations.
- All disability-related information is kept confidential under FERPA guidelines.
- Non-Discrimination.
- Appeal decisions regarding ADA accommodations and the use of auxiliary aids and assistive technology.

Instructor's Rights and Responsibilities

- Include the disability statement on the syllabus.
- Respect and maintain the confidentiality of disability information (FERPA). Students are not required to disclose their diagnoses.
- Provide reasonable accommodations as outlined in Instructor Notification Memo from SAS.
- Discuss accommodations privately with the student (usually first class).
 - If extended testing time is an accommodation, discuss where she/he will take the test. If he/she will be testing in SAS, fill out the Testing proctor form.
 - Ensure the test is delivered to SAS.

Instructor's Rights and Responsibilities

- Keep the memo on file and sign the Faculty Receipt Form.
- If the student is taking their tests at SAS, expect our office to administer exams in a secure and monitored environment.
- Support the student's use of auxiliary aides and adaptive technology.
- To consult with SAS if there are questions/concerns/need for clarification as related to the curriculum, essential elements of the program or activity.
- Refer students to SAS to register and determine eligibility for accommodations.

SAS Responsibilities

- Determine eligibility and appropriate accommodations.
- Inform faculty, staff, and students of his/her rights and responsibilities under the laws.
- Provide students with Instructor Notification Memos.
- Maintain confidentiality of disability-related information.
- Facilitate special arrangements (e.g., provide accessible tables or chairs.)

Service Animals

- Students do not need to register their service animals with SAS.
- University housing will need to be informed if you will be residing in a residence hall.
- For more information:
https://www.ada.gov/service_animals_2010.htm



SAS Process

Student submits Petition Form and documentation to the office.

Student schedules an appointment. Accommodation requests will be discussed and approved at an interactive meeting.

Student picks up Instructor Notification forms, testing proctor forms and meets with the instructors. SAS emails on-line class instructors.

Each semester/session students requesting accommodations for classes notify SAS office.

Five Tips

- Register with Student Accessibility Services (SAS).
- Familiarize yourself with your surroundings.
- Serve as your own advocate.
- Use technology to your advantage (learn Canvas, seek assistance at computer labs, check nmsu.edu email account daily, etc.)
- Above all, be kind to yourself!!!

SAS Staff and Office Information

LOCATED IN CORBETT CENTER, RM. 208

Phone Number 575-646-6840

Fax Number 575-646-5222

STAFF

Jesse Haas – Interim Director

Carol Brown - Assistive Technology Specialist

Emily Pieroni – Interpreter Coordinator

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