

REQUESTING ACCOMMODATION:



Complete the [AS application](#).



Click on the [blue underlined texts](#) for links and forms

[Email](#) or mail your current documentation.

→ No diagnosis or current documentation?

Access Services will refer you to either a campus service or outside agency.



Mail: MSU Access Services
Academic Support Center, Gordon B. Olson Library
500 University Ave West
Minot, ND 58707

Schedule an [appointment](#) using Starfish.

*All appointments are virtual using Teams or Zoom

→ Go to [Blackboard](#), [My MISU](#), [Starfish](#)

Go to "My Success Network"

Look for Evelyn Klimpel, AS Coordinator, click the 3 dots to schedule

Enter "Access Services" in the search bar if I am not in your network

For non-Minot State affiliated individuals, please request a meeting via [email](#).



Accommodations will be determined at your scheduled appointment.

MSU AS uses the following procedure:

1. Student self-report,
2. Observation and interaction, and
3. Information/documentation from external or third parties.

Professional judgement is an essential component of this process.

Accommodations requests are processed within three business days.



TYPES OF ACCOMMODATIONS:



NOTETAKING (NT)

Available to students who qualify based on their documentation. If you do not qualify for a note taker, the POWER program may support you with study skills.

How to request for a note taker:



Schedule an appointment using Starfish.



Request for a notetaker right after registering for classes. Email the [NT Request Form](#) and the [NT Procedures & Guidelines](#) to AS before your first meeting.



If you know a classmate who is willing to be your note taker, refer them to AS; If not, AS will recruit a note taker.

What to know about receiving notes:



The process of hiring and training notetakers may take a few weeks.



Notes will be received via your email only for the classes you attend; If an illness or a disability prevents you from attending class, you must email AS to obtain notes.



Email AS if there is a concern about the quality of notes or the timeliness of receiving notes.

How to set up TA:



Schedule an appointment using Starfish.



Communicate with your instructor to go over your accommodation letter and self-advocate about how your disability affects your learning.



The instructor may offer to provide accommodations in their own department; if not, a testing room is available at AS. If there are no tests in the class, please notify AS.



Face masks must be worn at all times.

How to schedule a test:



You must schedule your own tests on [youcanbookme](https://youcanbookme.com) **three business days** before the exam.

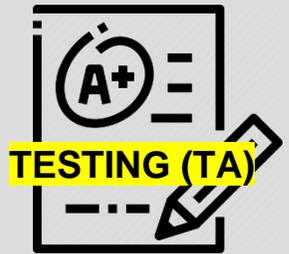


Tests should be scheduled for the same time as your peers.



Arrive 5-10 minutes before your TA and ring the doorbell to enter. If you are over 15 minutes late for your test, a no-show is considered, and your instructor's permission must be obtained to write the test.

Face-to-face proctoring is available



Available to students as a legal right based on their documentation. You may choose not to use your testing accommodations; however, having them in place guarantees you will have access if needed.

Procedures:



Purchase [required textbooks](#), then [email](#) the [AF Request Form](#) along with the receipt of your textbook(s) purchase.



A receipt is required for all AF requests (if the textbook is given by a friend, make sure to get a written receipt).



AF textbooks are sent electronically. Test out audio format for audio textbooks before the first day of classes.



At the end of the semester, you must erase the digital version, as required by the publishers.



Eligible students have the option to request textbooks in an audio format. The textbook is provided in a word document and you are able to use a screen reading program, such as [Read&Write](#), to have the book read aloud. Sometimes a publisher will send an e-book.

Timeline:

STUDENT REQUEST

AS receives your AF request **one month prior** to the first day of classes.

ACCESS TEXT (2 Weeks)

If AS does not already have your required textbook in AF, we will contact AccessText to request.

PUBLISHER (2 Weeks)

If AccessText does not have the textbook, AS will contact the publisher directly.

AS IN-HOUSE E-TEXT (2-3 Weeks)

If the publishers cannot provide the textbook, AS will create an E-text in-house by scanning your purchased textbook. Keep in mind that scanning may not be perfect.



If a PDF version of the textbook and your receipt have been received, AS will share the file with you via Microsoft OneDrive or BookShare.



Your AF request would now be completed. Remember to download the Read&Write software and delete the alternative format file at the end of the semester.

OTHER STUDENT RESOURCES:

MSU Tutoring Services

- Tutoring at MSU is provided by the Academic Support Center (ASC) in the lower level of the Gordon B. Olson library.
- Tutoring is a drop-in service and the sessions are conducted by peers in a group setting. It is also a free service for all students!
- For more information about tutoring, you may email Tammy at tammy.wolf@ndus.edu or call 701-858-3360.

POWER Center

- The POWER Center helps students develop their academic skills through academic coaches, study groups, and peer tutoring sessions.
- American students who are income eligible, first generation college students, or students with disabilities are eligible to join the POWER program.
- For more information, you may email powercenter@minotstateu.edu or call 701-858-4047.

MSU Student Health

- Student Health is a center for students to address any health concerns. The staff specializes in medical care specifically for college students.
- To schedule appointments or to gather more information, you may call 701-858-3371 or visit www.minotstateu.edu/health.

MSU Counseling Services

- Counseling services are free of charge and confidential, located in Lura Manor, south entrance.
- Services include brief short-term intervention and referral.
- For more information or to make an appointment, visit <https://www.minotstateu.edu/health/> or call 701-858-3371.

Veterans Services

- If you are active duty, a veteran, or the dependent/spouse of a veteran, Veterans Services can offer educational assistance.
- For more information, contact Andy Heitkamp at andy.heitkamp@minotstateu.edu, or call 701-858-4002.

North Dakota Vocational Rehabilitation Services

- Vocational Rehabilitation (VR) helps people with disabilities to develop skills necessary for future employment.
- Other services of VR include vocational planning, adaptive equipment, and transportation.
- For more information call: 701-857-8642, or visit their website <https://www.nd.gov/dhs/dvr/index.html>

Read & Write

- Read and Write is a simple and easy-to-use floating toolbar that provides speech feedback, phonetic spell checking and many other literacy support tools to help with reading and writing.
- Visit <https://www.minotstateu.edu/downloads/> to download the software for free.

Learning Ally

- Learning Ally solutions help struggling readers through audio books & support services for educators, parents, and students with dyslexia and visual impairments.
- Visit <https://learningally.org/> or call 800-221-4792 to learn more.

CLASS INFORMATION

Semester:		Professor:	
Class Name:		Class Time:	

SYLLABUS REVIEW CHECKLIST – CHECK WHEN APPLICABLE

Questions to Answer on the First Day	Notes
<input type="checkbox"/> Are there exams in class?	
<input type="checkbox"/> What is the exam format (In-class, take-home, online)?	
<input type="checkbox"/> Will there be quizzes in class?	
<input type="checkbox"/> Will there be a midterm in this class?	
<input type="checkbox"/> What are the due dates for assignments, quizzes, and exams?	
<input type="checkbox"/> Are the final projects listed?	
<input type="checkbox"/> How can you contact your professor?	
<input type="checkbox"/> Does the professor have office hours?	
<input type="checkbox"/> Do you have the required textbook?	
<input type="checkbox"/> Are we expected to attend class every day?	
<input type="checkbox"/> Will there be a comprehensive final?	
<input type="checkbox"/> Will there be any bonus assignments or opportunities to make up points from assignments and tests?	
<input type="checkbox"/> Is there a way to calculate your grade in the class? If there is, what is the grading scale?	
<input type="checkbox"/> Does the midterm and final have more weight on your final grade than assignments and discussions?	
<input type="checkbox"/> Is class participation and discussions a part of the final grade for this course?	
<input type="checkbox"/> Is there a pre-set schedule for when assignments are due?	
<input type="checkbox"/> Is there a pre-set schedule for when tests are written?	
<input type="checkbox"/> Is there a specific format you prefer for assignments? (APA, MLA, Informal, Chicago style)	
<input type="checkbox"/> Where can you go for help in this course if needed? Ex: Graduate assistant, tutoring center, writing center, professor etc.)	
<input type="checkbox"/> Are there extra resources to look through if you are struggling or for further knowledge?	