

Students with permanent physical, psychological or learning disabilities who have a functional limitation in a major life activity may obtain accommodations at North Dakota State University with assistance from Disability Services. The goal of the program is to ensure access to educational opportunities for students with disabilities to fully participate in the university environment. To meet this goal, staff collaborates with students and others in the campus community to optimize student access to educational experiences and campus facilities. The Office of Disability Services serves as a resource for students with temporary medical conditions.

The Staff

The staff in Disability Services include a program coordinator, disability specialist, an accommodations coordinator and undergraduate student assistants. The professional staff members help determine eligibility, identify appropriate accommodations, provide referrals for assistive technology and tutoring and support students in the management of accommodations.

All applicants to NDSU must satisfy the admission requirements of the University to be admitted. These requirements are described in the Application for Admission available from the Office of Admission. Applicants for admission who have disabilities and may need reasonable accommodation in the admission process may contact the Office of Admission to request assistance.

Requests for Disability Services

It is the student's responsibility to identify him or herself to Disability Services. A student must provide documentation for a disability from an appropriate medical or educational specialist (see guidelines on page 3). This documentation serves to establish eligibility for disability services and helps staff members to determine appropriate accommodations. Documentation is confidential information and is maintained in the Disability Services department and is not available to faculty or other staff without a release from the student.

In certain circumstances, students are required to contact Disability Services before each semester to request accommodations so that staff can arrange accommodations before classes begin. This is especially important for those who need sign language interpreters and learning materials in alternative formats (such as tape recorded text-books). For students seeking testing accommodations or access to class notes, it may be more appropriate to attend the first class. After the student views the course syllabus, he/she can schedule an appointment with a Disability Services staff member during the first week of classes.

Accommodations

Accommodations are based on the functional impact of the disability. They are decided on a case by case basis. Examples might include: priority registration, alternative testing, alternative format text, access to class notes and assistive technology. These accommodations are available to the student at no additional cost.

Course Selection and Registration

Students meet with their assigned academic adviser to determine appropriate course selection and the scheduling and location of courses. Priority registration may be an accommodation in certain situations where student needs require specific course arrangements.

Alternative Testing

Eligible students arrange alternative testing with their professors and in consultation with Disability Services. Some instructors do provide and administer the tests with the approved accommodations. Other instructors may request students have their tests proctored by Disability Services. Occasionally, students use computers with assistive technology to read and write their exams, some of which are transferred to and from instructors electronically.

Disability Services Referrals

Disability Services staff members refer individuals to appropriate resources based on the possible presence of emotional, physical, and learning disabilities that hinder academic performance. Students can be referred for a consult with counselors for career and personal concerns and with psychiatric and Student Health Service personnel for assessment and monitoring of medications.

Assistive Technology

NDSU offers access to assistive technology software/devices and services to students with disabilities. An assistive technology device is "any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of individuals with disabilities" (Technology Related Assistance for Individuals with Disabilities Act of 1988). Referrals to NDSU Student Support Services are made for those students who need assistive technology.

Tutoring

The NDSU Student Support Services office, part of TRIO Programs, provides tutoring and small group instruction to undergraduate students, including students with disabilities. Tutoring supports students in developing basic learning skills. Classes are offered which include reading improvement and study skills. Individual tutoring is available for English, writing, math, chemistry, biology, physics and many other areas. Students who desire more information should contact the Office of TRIO Programs in Ceres Hall 319, (701) 231-8028, or check out the web page at <http://www.ndsu.edu/trio>. Disability Services staff may refer students to this office for tutoring needs.

Transportation

Students seeking information about transportation should contact the Office of Disability Services.

Personal Attendants

Students are responsible for selecting, hiring, financing and managing the employment of their own personal attendants.

Access to University Facilities

Students who have mobility or other physical disabilities may consult with Disability Services regarding their access to campus buildings and grounds. Staff members often collaborate with Facilities Management and the Office of Registration and Records to ensure student access to classrooms, restrooms and other facilities on campus. Students who are blind would seek outside resources for assistance in learning how to navigate on the campus.

NDSU has four residence halls with suites of rooms designed to accommodate students with physical disabilities. Requests for one of these rooms or for other modifications should be made well in advance so that the Department of Residence Life can assign rooms appropriately. Students may contact the Residence Life Office at (701)231-7551. Information is also available on the NDSU Residence Life website or the Disability Services website.

Student Financial Services

Any student who feels additional funds are necessary to attend NDSU is encouraged to apply for financial aid. Aid opportunities include grants, loans, employment and scholarships. Students should contact the Student Financial Services Office at (701) 231-7533 to inquire about the time frames for application for maximum consideration of financial assistance for the following academic year.

Students with disabilities are encouraged to consult with the Office of Vocational Rehabilitation where they live to seek financial support for attending college. Students who receive vocational rehabilitation funding should contact the Business Office in Old Main to verify their respective Office of Vocational Rehabilitation has authorized the funds.

Office Hours and Location

Disability Services is located in Ceres Hall 212. Office hours are 8:00 a.m. to 5:00 p.m. during the academic year and 7:30 a.m. to 4:00 p.m. during the summer.

For Further Information

Bunnie Johnson-Messelt, Coordinator
Disability Services
Counseling Center - Disability Services
North Dakota State University
Ceres Hall 212
Fargo, ND 58105



Tel. (701)231-7198
TDD: (701) 231-7671



Fax: (701)231-6318



E-mail: Bunnie.Johnson-Messelt@ndsu.edu
Web: <http://www.ndsu.edu/disabilityservices>

Checklist for Disability Services North Dakota State University

If you are a student with a disability who plans to attend North Dakota State University and will require appropriate accommodations, use this checklist to help assure that your needs are met It is your responsibility to begin this process.

- Contact the Office of Disability Services (701) 231-7671 to schedule a meeting to open your file.
- Bring or send current documentation of your disability to the Office of Disability Services, NDSU, PO Box 5226, Fargo, ND 58105-5226. This documentation would be a report from an appropriate licensed professional (such as a physician, rehabilitation counselor, psychologist or audiologist, etc.). This documentation needs to state the diagnosis (disability) and provide information on the functional limitations of the disability. Information regarding academic accommodations and support services will be considered in the planning process.

Documentation for a learning disability should be current and include the Wechsler Adult Intelligence Scale-revised (WAIS-R) and/or achievement testing such as the Woodcock Johnson Psychoeducational Battery, parts 1 and 2 preferred.

- Check with your regional office of Vocational Rehabilitation (VR) to see if you are eligible for services. The NDSU Office of Disability Services collaborates with VR offices to serve you.
- Contact the NDSU Student Financial Services Office in person at Ceres Hall 202 or by phone at (701) 231-7533 or 800-726-3188 regarding availability of funding, application deadlines and to obtain a financial aid application form. Disability Services does not provide financial assistance.
- If you plan to live on campus, submit your housing contract and room reservation fee. If you have special Residence Life needs, you will need to complete the form titled *Residence Life Request Based on Medical, Psychological, or Disability Related Needs*. The form is located on the Residence Life or Disability Services website at <http://www.ndsu.nodak.edu/counseling/reslife.htm>. Submit this form **along** with your letter of request to the office of Disability Services. You are encouraged to complete the request early in order for Residence Life to make an appropriate room assignment.
- In order to expedite the provision of your accommodations, we strongly encourage you to contact the Office of Disability Services at least 60 days prior to the semester in which you plan to enroll.