

# Disability Resource Center Student Handbook

The Disability Resource Center (DRC) is dedicated to ensuring equal access, opportunity, and participation in the University's courses, programs, services, and facilities through the determination of reasonable accommodations. The DRC promotes accessibility awareness through the development of student advocacy, and collaboration with campus partners; serving as a valuable resource for the Salisbury University campus community in supporting the success of students with disabilities.

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## Disability Resource Center Overview

Location	Guerrieri Student Union, Room 229
Email	disabilitysupport@salisbury.edu
Phone	410-543-6087
Fax	410-543-6088
TTY	410-543-6083

## Confidentiality/Release of Information/Discrimination

Disability-related information provided to Salisbury University's Disability Resource Center is considered an educational record and therefore falls under the protection of the Family Educational Rights and Privacy Act (FERPA). FERPA permits the Disability Resource Center to share information about the impact of a disability accommodation eligibility with others at Salisbury University (a "School Official") who have a Legitimate Educational Interest in the information.

School Officials include, but are not limited to, Salisbury University faculty and instructional staff, residence life staff, case manager(s), academic deans and advisors, campus police and security, counseling or health center and other University administrators.

Pursuant to FERPA regulations, a "Legitimate Educational Interest" refers to a School Official who needs to review a student's educational record or receive educational record information to perform advisory, instructional, supervisory, legal or other administrative duties for the University. Sharing of student information for these purposes does not require student consent under FERPA.

Note that disclosure of educational record information to a School Official having a Legitimate Educational Interest does not authorize further disclosure of the information to others, including other University faculty or staff unless that individual also has a Legitimate Educational Interest in the information.

A student may grant written permission to discuss their disability with parents, coaches, and/or advisors who require further information. Disability-related information will be shared only on a limited basis within the institution.

Discrimination is prohibited by the University's policies and procedures. The University prohibits discrimination based on age, class, citizenship, color, disability, ethnicity, gender, gender identity or expression, genetic information, immigration status, marital status, national origin, pregnancy, race, religion, sex, sexual orientation or veteran status.

Discrimination based on age, class, citizenship, color, disability, ethnicity, gender, gender identity or expression, genetic information, immigration status, marital status, national origin, pregnancy, race, religion, sex, sexual orientation or veteran status.

Direct all inquiries regarding discrimination to:





## Meeting with Professors

The DRC encourages students to schedule a ~~person~~ or virtual meeting with their Professor(s), as early in the semester as possible to discuss the implementation of their approved accommodations (typically during office hours or another mutually agreed upon time). ~~Please remember that accommodations are not retroactive.~~

### Example email to professors to discuss accommodations:

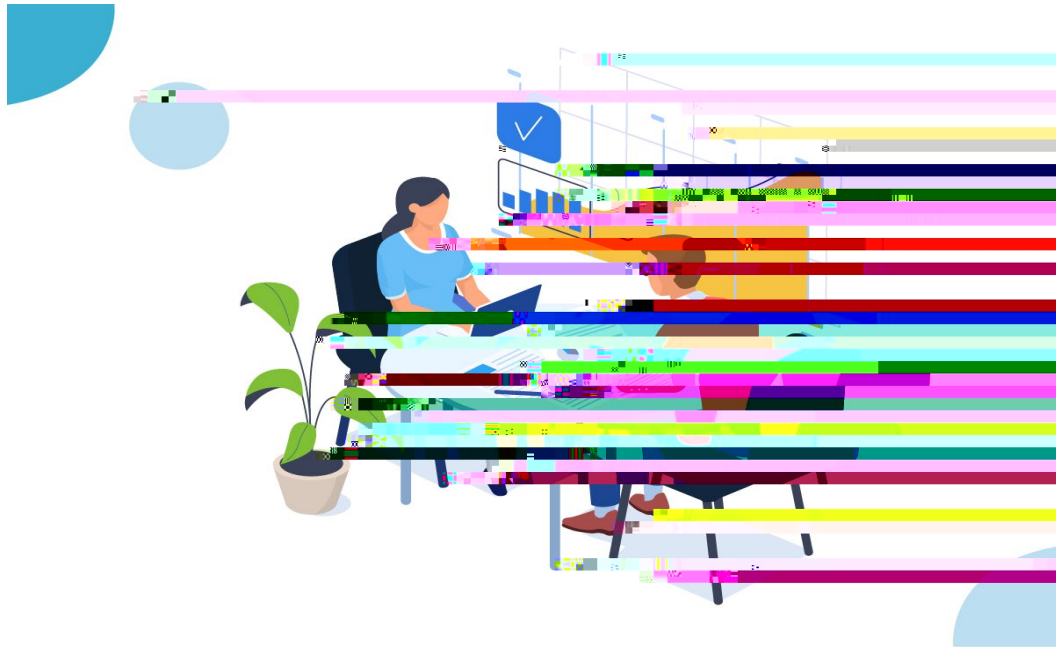
“Dear Professor Smith,

My name is Candace Henry (ID#1204324), and I am a student in your ENCS101 course this semester. I would like to schedule a time to meet with you in person or via Zoom to discuss the ~~implementation~~ of my approved accommodations. I look forward to speaking with you soon.”

### When meeting with each of your professors:

Discuss how each accommodation listed on your DRC Accommodation Letter will be used in the course.

Remember you are ~~NOT~~ required to disclose your disability to faculty, you may find general phrases helpful while discussing accommodations. These could include *“I have a chronic condition,”* or *“My ongoing medical situation causes...”* It is up to you how much you want to share with your professor, and disclosure to your professor is not required to receive your ~~DRC~~ approved accommodations/services.







## Alternative Testing Environment/DRC Testing Center

Alternative testing is available to DRC-registered students with approved testing accommodations. Our trained DRC Test Center staff is courteous and committed to offering a confidential environment that is accessible to all individuals.

All tests are by appointment only and must be scheduled at least 3 business days in advance.

Example testing accommodations

- Extended time
- Alternative testing environment
- Breaks
- Reader/Scribe

Scheduling Online Exams (MyClasses Canvas)

Students seeking to utilize their testing accommodations are not typically required to take exams at the DRC Testing Center.

Reservingspace in the DRC Testing Center/Completing the Online Test Request form

StudentsMUSTcomplete the online test request form at least 5 business days before the scheduled exam, test, or quiz.

Log in to theAIM Portal (DUO required).

In the left side column, click on "Alternative Testing" found under the "My Accommodations" tab.

Select the class you wish to schedule an exam from the drop menu. Then, click "Schedule an Exam".

Fill in the required information under "Exam Details". Remember: Students should test at the same time and date as the class, alternative date must be approved by your faculty.

Once the form is complete, click "Add Exam Request".

On Test Day:

Arrive on time. It is recommended that students arrive 15

## Accommodation Instructions

### Books in Alternative Format (if Applicable)

**Important: Students should attempt to purchase books in their preferred format.**

Students with approved books in alternative format accommodations should complete the following steps:

1. Use the SU Bookstore to look for course textbooks. Textbooks can be purchased through SU, Amazon, or other suppliers
2. Complete the Online Requests for Books in Alternative Format form.
3. DRC staff will complete your request and contact you via email once your request is complete.

## DRC Services Programs

Intake: Determining and implementing reasonable accommodations/services

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## Emergency Evacuation

The Disability Resource Center recognizes that individuals with disabilities may require assistance with alerting, evacuating, and sheltering in the event of an emergency. The University, therefore, asks all individuals who may need assistance in an emergency to **identify** themselves to the University.

For questions regarding the process for requesting emergency evacuation assistance, please contact the DRC.



## Tips and Checklist

We are glad you are here, and we want to assist you. To make your time at SU more successful, we have prepared the following list of suggestions and checklist:

If a professor has questions about your accommodations, please refer them to the DRC. We will be happy to work with them and you to resolve all questions to everyone's satisfaction.

Advocate for yourself politely and consistently with your professors and others. You will find most people are eager to listen to what you have to say and are ~~will~~ work with you.

Talk with your professors about problems you may be experiencing and work with them toward solutions. Keep the DRC informed. College courses can be challenging and require many hours of work. Use all the resources that SU offers (~~list of campus resources on pg. 17~~).

Pay careful attention to each class's syllabus. Make sure you're familiar with each instructor's rules, attendance policy, and grading scale. Knowing and paying careful attention to these details can keep you from making time management mistakes and discourage you from cutting when attending class is so vital to your success. Every class is different, so planning ahead is vital for success.

Plan your time carefully, setting aside regular study times every day.

Work closely with your academic advisor(s) to balance your schedule each semester, planning your most challenging courses at your best time of day when your attention is at its most efficient operating level.

Try to include at least one class that you ~~will~~ enjoy every semester!

Keep all of your classwork and papers organized into separate notebooks. Take good notes every day and date all of your notes and handouts. Keep a thorough day planner and mark important due dates and test dates. Use the DRC Student Semester Checklist (on page 18) as a guide.

Last, of all, keep a positive attitude. Stay focused on the positive and avoid negative thinking, and contact the DRC with any questions or concerns related to accommodations/services

## DRC Student Semester Checklist

### Before Classes Begin

- ? Log in to AIM review and acknowledge all required documents and submit your DRC Letter of Accommodation to your professors.
- ? If approved for E-books (Kurzweil), submit completed request forms as soon as possible.

### Beginning of the Semester

- ? If approved for a smartpen or recording device, stop by thsm7rr(l)2.7 .1 (hs)5.2 (m7rrRn )0.7CT0 (hs)5.2(n ).8 ( )



## Campus Resources

### Guerrieri Student Union (GSU)

Disability Resource Center (DRC) Assist students with w/disabilities with resources/services related to exam accommodations, assistive technology training, alternative textbooks and course materials, resource counseling, voter registration assistance, academic coaching, and advocacy. For more information, including how to schedule an appointment with the DRC, please visit <http://www.salisbury.edu/students/drc/> (Located on the 2nd floor, room 229)

Career Services Assist students in all aspects of career related services including job and internship searches, cover letter reviews, mock interviews, and individual appointments. For more information, including how to schedule an appointment with Career Services, please visit <https://www.salisbury.edu/careerservices/welcome.html> (Located on the 1st floor, room 133)

Counseling Center Assist students in their personal, emotional, and social development and to support their academic success. For more information, including how to schedule an appointment with the Counseling Center, please visit <http://www.salisbury.edu/counseling/> (Located on the 2nd floor, room 263)

Nutrition-Dietician Nutrition counseling services are available to all SU students and employees. There is no charge for these services and all counseling is confidential. For available services and contact information, please visit <https://www.salisbury.edu/administration/administration-and-finance/offices/diningservices/nutrition.aspx> (Located on the 1st floor, Link of Nations Hallway)

### Guerrieri Academic Commons (GAC) Academics

Math Emporium: The Mathematics and Computer Science Department offers a free, non-private tutoring program each semester for low-level math and computer science courses. For more information including the tutoring schedule, please visit <http://www.salisbury.edu/mathcosc/tutoringcenter.html>

## Blackwell Hall

Academic Advising: Assist students in the development of an education plan designed to meet their goals. Advisors are provided to all SU students that are matriculated, first-degree-seeking students. Students who have declared a major are assigned a faculty advisor from their major department. Students who have not declared a major are assigned faculty professional advisors by the Office of Academic Affairs. For additional information, please visit <https://www.salisbury.edu/advising/> (Located on the 1st floor)

disAbility Center: The mission of the space is to: (1) build a strong community around disability, (2) provide on and off-campus resources, and (3) promote awareness and educational opportunities. (Located on the 1st floor of the SU Center for Equity, Justice, & Inclusion)

## Holloway Hall

Student Health Services: Promotes the success of all students by helping each to achieve optimal health based on individual needs and diverse characteristics. For available services, and scheduling appointments please visit <http://www.salisbury.edu/health/> (Located on the 1st floor, Room 180)

Office of Institutional Equity (OIE): Supports and advances the University's commitment to create an inclusive environment free of discrimination and supportive of all by leading campus efforts to manage all aspects of the Fair Practices/AA programs, as well as Title IX compliance, and weaves the diversity strategy throughout our campus. For additional information, please visit <https://www.salisbury.edu/administration/institutionalequity/> (Located on the 1st floor, Room 100)

Human Resources (HR): Provides employment-related consultation and guidance to University faculty, staff, and student workers. For additional information, please visit <https://www.salisbury.edu/administration/administrationsandfinanceoffices/humanresources/> (Located on the 1st floor, Room 153)

Parking Services: All University faculty, staff, and students must register their vehicle(s) with Parking Services. Individuals with a medical condition or injury may obtain a special permit from Parking Services allowing them to park in spaces reserved for the medical permit holders (documentation required). For additional information, please visit <https://www.salisbury.edu/administration/administrationsandfinanceoffices/financialservices/accountreceivablecashiersoffice/parking-services/> (Located on the 2nd floor, Room 219)