



orientation
2020
MONTANA
STATE UNIVERSITY
— BOZEMAN • MONTANA —

Office of Disability Services





Meet Our Staff

- Mike McNeil, MS – Director
- Michelle Mulhill – Accessibility Specialist
- Nancy Albertson – Accessibility Specialist



MISSION STATEMENT

To provide access to all college programs, services, activities and facilities for students with disabilities. This includes encouraging self-advocacy for students and connecting them with resources and support services across campus to help them achieve their personal best.

What “Access” Means

- Providing reasonable academic accommodations
- Helping you acquire the same education, engage in the same interactions, and enjoy the same experiences
- Connecting you with campus resources
- Coaching self-advocacy skills
- Access does not mean that we can alter curriculum
- Access does not mean that we can alter degree or program requirements

A Note on Privacy

- Protections under the American with Disabilities Act (ADA), Office of Civil Rights (OCR) and Family Educational Rights and Privacy Act (FERPA)
- 18 means you are an adult – you must sign an Authorization to Discuss Form before we can speak to ANYONE
- Only share information on a need to know basis



How Do I Get Started (Seeking Academic Accommodations)

- Submit a completed [Student Intake Form](#) and a completed [Request for Document Review Form](#)
- Read [Documentation Guidelines](#) for your specific disability
- Submit documentation early. The accommodations process is an interactive one that requires documentation of the disabling condition and its functional limitations. Key questions in documentation should include:
 - Is there clear evidence of a disability
 - What is the impact of the disability
 - Does it substantially limit a major life activity
 - Is there history of receiving services

What's Next

- You will receive confirmation from Disability Services Staff once your file has been reviewed
- Follow up with the Office of Disability Services if you do not receive a response within a few weeks of submitting documentation
- Schedule an appointment once you have received your letter of eligibility. Please inform the front desk when you will begin attending classes so that they may schedule you appropriately (Summer or Fall) *We will begin seeing students who will be starting Fall 2020 on July 6th.

How Will I Utilize My Accommodations

- The student receives an Accommodation Notification once his/her academic accommodation plan is created
- The Accommodation Notification lists the student's approved accommodations
- You are responsible to meet with your Instructors to show them the Accommodation Notification and discuss approved accommodations and how they will be implemented. This should normally be done during Instructor's office hours but at this time may also be done electronically



Useful Applications – Apple Users

- [Evernote](#) - Notetaking, organizing files
- [Noteability](#) - Audio recording, pen mode for handwritten notes
- [Quizlet](#) - Electronic Flashcards, Study Skills
- [MyHomework](#) – Scheduler, time management
- [IStudiezPro](#) – Scheduler/homework planner
- [Speechify](#) – Audio Reader/reads articles, PDF's, digital text or even physical books as audio



Useful Applications – Android Users

- [Evernote](#) – Notetaking, organizing files
- [LectureNotes](#) – Handwritten notes
- [AnkiDroid](#) - Flashcards
- [MyHomework](#) - Scheduler, time management
- [My Class Schedule](#) – Schedule/homework planner
- [Speechify](#) – Audio Reader/ reads articles, PDF's, digital text or even physical books as audio



Accommodations For Your GTA or GRA Duties

- Reasonable accommodations with respect to your GTA or GRA duties should be coordinated with Human Resources
- Human Resources works with you and your supervisors to discuss and determine reasonable accommodations to meet the essential position functions
- A reasonable accommodation is an adjustment(s) to a job that assists employees to continue to perform essential job functions
- The Disability and Accommodations in Employment website www.montana.edu/hr/disability_accommodation
- If you have questions about the ADA process, please contact:

Janet Simon - ADA & Leave Coordinator

47 Renne Library | 406-994-2629

janet.simon@montana.edu or adacoordinator@montana.edu