

Frequently Asked Questions

1. Where is the Disability office?
We are located in the East Building Room 120
2. What type of documentation does a student have to present to your office?

A student must self identify themselves to our office and must have medical documentation of their disability. This documentation must be from a medical doctor, psychologist, psychiatrist, or other health specialist. This documentation must be within the last three years of date of requests. We no longer accept IEP's as documentation.
3. What should the medical statement say?
The medical statement should state the disability and any limitations that the student has. In addition, it should recommend how to modify the student's educational setting to assist the student in meeting the goals and objectives of a class.
4. What happens once the student is approved for services?
Once the student's disability is verified and meets the guidelines of the Americans with Disabilities Act, the University Division can provide a letter outlining classroom modifications that the student needs.
5. Does the student tell the professor about the students' disability, or does University Division?
It is the student's responsibility to take the letter to the Professor and make arrangements with them for fulfilling the classroom modifications.
6. What if the student needs a notetaker or scribe?
It is the student's responsibility to find someone to take notes for them. Usually this can be done by asking someone in the class within the first few days.
7. What is the difference between a notetaker and a scribe?
Generally notetakers are enrolled in the same class as the disabled student. Notetakers take lecture notes on a "Notewriter Pad," provided by University Division. The special paper allows the notetaker to take class notes and make a copy simultaneously. This allows the disabled student to receive the copy immediately after the class. A scribe listens as a disabled person answers questions orally and writes out those answers word-for-word.
8. What if the student cannot find a notetaker or scribe?
Once the student feels they cannot find a notetaker or scribe, the student

must come to University Division to inform us of the situation. At that time we will scan the roster of the class in order to locate a notetaker.

9. Are notetakers and scribes paid?

Yes. Notetakers and Scribes must come to University Division and complete paperwork in order to be paid. Notetakers are paid \$6.50 per hour and Scribes are paid \$8.00 per hour.

10. Does the disabled student have to meet the same criteria for the class that other students do?

All students seeking modifications in the classroom are expected to meet the same standards, goals, and objectives as their classmates.

11. What other forms of modifications for students does University Division offer?

Other forms of modifications include: books in electronic form, computer software for laptop and desktop computers, and use of and assistance in using TTY/TTD telephone.