CONTACT INFORMATION FOR STUDENTS AND/OR FACULTY

Thank you for contacting the Office of Services for Students with Disabilities.

While West Chester University has closed its physical spaces due to an abundance of caution, the Office of Services for Students with Disabilities will continue to provide support and accommodations *virtually* for student success. As a result, the OSSD has temporarily altered its standard operating procedures. We are available to connect online with students and faculty during traditional business hours using *Zoom*, *email*, or *phone*.

Students and faculty are welcome to contact us via email at OSSD@wcupa.edu for general questions.

If you would like to connect with a specific person, you are welcome to contact one of the following:

April Jackson, MSRC	Director	ajackson3@wcupa.edu
Sharon Watson, MS	Assistant Director	swatson@wcupa.edu
Linda Laskaris	Department Secretary	llaskaris@wcupa.edu
Susan Durkovic	CART Captioner	sdurkovic@wcupa.edu
Bryan Jones	Assistive Technology Specialist	BJ040570@wcupa.edu

The Office of Services for Students with Disabilities remains committed to equal access and inclusion of students with disabilities during this time. Thank you for your patience and partnership.

CONTACT INFORMATION FOR FACULTY AND/OR STAFF

Dear Colleagues,

As you are aware, WCU has transitioned to alternate instruction modalities and virtual support services for students, faculty, and staff. As a result, the Office of Services for Students with Disabilities has made some changes in how we support faculty during this time.

As general guidance, the OSSD can be reached via email at OSSD@wcupa.edu, can schedule meetings and consults using Zoom or phone. If you would like to speak to someone directly, you are welcome to contact the following:

April Jackson, MSRC	Director	ajackson3@wcupa.edu
Sharon Watson, MS	Assistant Director	swatson@wcupa.edu
Linda Laskaris	Department Secretary	llaskaris@wcupa.edu
Susan Durkovic	CART Captioner	sdurkovic@wcupa.edu
Bryan Jones	Assistive Technology Specialist	BJ040570@wcupa.edu

The OSSD would like to share some helpful guidance to continue providing accessible online learning and instruction:

- Accessible, online exams are to be administered through the D2L system.
- Exams and quizzes with accommodated, or extended time, should continue to be provided to students with disabilities. Instructions on how to complete this can be found at: https://www.wcupa.edu/universityCollege/ossd/documents/Extended-Time-D2L.pdf
- Accommodations listed on the official Letter of Accommodation (LOA) from the OSSD should continue to be coordinated and provided to students with disabilities
- For students participating in field experiences, practicum, and/or site-based internships students with a disability should be encouraged to maintain communication with their departmental clinical supervisors, site supervisors, and the OSSD appropriately regarding site closures and hours in response to COVID-19
- Accommodations for peer note-takers, copies of PowerPoints and/or notes should continue via posting online in D2L and/or providing to students
- The OSSD Proctoring Center will be physically closed for services; however, please note the following:

STUDENT AND FACULTY SCHEDULING PROTOCOL FOR PROCTORING

1. A **student** will initiate the scheduling process by submitting a request online at http://www.wcupa.edu/USSSS/OSSD/ProctoringForm/StudentRequestLogin.aspx *as soon as possible*. The student must specifically request any assistive services and/or technology needed to complete the exam. The student's request will be forwarded to his/her professor.

2. **Faculty** will login in using their WCU email and complete the online form at http://wcupa.edu/USSSS/OSSD/ProctoringForm/FacultyLogin.aspx

   - **Part 1:** Instructor and Student Information
     Only students that have submitted an online student request form can be in this section. If you cannot locate the student name, please advise the student to submit an online request

   - **Part 2:** Exam Information
     Select Course and Section, Proctoring Requirements, Allowable Materials (add additional instructions if needed)

   ### STUDENTS

   - Only students registered with the OSSD who have a current Letter of Accommodation may access the online Proctoring Request form

- A student will initiate the scheduling process by submitting an OSSD Exam Proctoring Center Request *at least one week in advance*
- The student must specifically request any assistive services and/or technology needed to complete the exam
- The student's request will be forwarded to his/her professor
- The professor will complete the OSSD Exam Proctoring Form
- If the student fails to complete and submit the proctoring form in advance the instructor will not be able to extend test time in D2L

FACULTY: CLICK ON THE FOLLOWING LINK TO EXTEND TEST TIME IN D2L

https://www.wcupa.edu/infoServices/d2lServices/d2lFacultyStaffHelp/specialAccessQuiz.aspx

ACADEMIC COACHING AND TUTORING

- Coaches and tutors will inform students who are on their caseloads that during the time that the University is operating remotely, they will still have their weekly meetings
- Students will be invited to meet via Skype, Zoom, or phone to conduct their sessions
- Academic coaches and tutors will continue to work their scheduled hours

OSSD OUTLOOK MAIL

Incoming email will be read by OSSD and directed to the appropriate OSSD staff member for a response.

ASSISTIVE TECHNOLOGY

Students who are registered with the OSSD are invited to contact the OSSD Assistive Technology Specialist, Bryan Jones at BJ040570@wcupa.edu, with questions regarding Kurzweil and/or alternate format text requests.

RENEWAL: LETTERS OF ACCOMMODATION (LoA)

Students who have previously provided their professors with their Spring 2020 LoA may want to confirm with their professors that they have a copy. Students may renew their LoA for the Spring 2020 semester by contact the OSSD at ossd@wcupa.edu.

Summer and Fall semester LoA renewal instructions will soon be posted on the OSSD website.