

# Office of Accessibility Services (OAS)

B20 Stewart Hall

304-293-6700

# Our Goal:

OAS is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities on all West Virginia University (WVU) campuses. To ensure access to University programs, specialists work individually with students, faculty, staff, and administration to assist in the implementation of accommodations that lead to academic and personal achievement.

# Americans with Disabilities Act

- An individual with a **disability** is **defined** as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

# STEP ONE:

**Register with  
OAS and provide  
Documentation**

[https://accessibilityservices  
.wvu.edu/](https://accessibilityservices.wvu.edu/)



# What is Documentation???

## **Psychological Evaluation**

- Definitive diagnosis
- Recent objective findings
- Test scores
- Clinical observations
- Functional limitations
- Assess need for accommodation(s)

## **Medical Documentation**

- Official letterhead: typed, signed, and dated by a qualified licensed professional
- Definitive diagnosis
- Clinical observations
- Functional limitations
- Assess need for accommodation(s)

# What is Documentation???

## IEP and 504

- Confirms history of accommodations
- Progress history
- May provide conditional accommodations

## Housing/Transportation

- Licensed professional outlines specific diagnostic information
- Definitive diagnosis
- Recommended accommodation for housing/transportation

# Illness vs. Disability

## Illness-Faculty Discretion

- Flu
- Strep Throat
- Short-term hospital stay

## Disability-OAS

- Cancer
- Long-term chronic conditions
- Diabetes
- Crohn's



# **STEP TWO:**

**Meet with an Accessibility  
Specialist to Determine  
Reasonable Accommodations**



# Accessibility Specialists

Welcome Ima Fake!

My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

West Virginia University

My Dashboard

Home » My Dashboard » Overview

Login as User Feature

Back to My Profile

SMS (Text Messaging)

Status: Active

Update Preference

Home

- > My Dashboard
- > My Profile
- > Change My Login Information
- > SMS (Text Messaging)
- > Equipment Checked Out
- > My Mailbox (Sent E-Mails)

My Accommodations

- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Alternative Formats
- > Notetaking Services
- > Deaf and Hard of Hearing
- > My E-Form Agreements
- > My Signatures

Any questions or concerns? Use the following contact information:

**Primary Advisor**  
Name: Lisa Stender  
Phone: (304) 293 - 6700  
[Send Email](#)

OVERVIEW

AVAILABLE SIGNUP SHEET

Select:  [Continue](#)

**IMPORTANT MESSAGE(S)**

Please read the following message(s) regarding your account:

- Reminder for Your Student Profile Extra Testing

If you have any questions, please contact our office.

**Office of Accessibility Services**  
B20 Stewart Hall  
P. O. Box 6423  
Morgantown, WV 26506-6423  
Phone: 304-293-6700  
Fax: 304-293-3861  
Email: [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu)

**Need Help?**

If you do not see your courses listed below, it may be because OAS's system has not yet uploaded your classes from the school system. Please wait **up to 48 hours** for the system to be updated.

If you need immediate assistance, please contact our office or come into the office.

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Email: [access2@mail.wvu.edu](mailto:access2@mail.wvu.edu)

LIST ACCOMMODATIONS FOR **SPRING 2019**

Refine Search Result:  [Refine Search](#)

[Previous Term](#) Term: Spring 2019 [Next Term](#)

# What are Accommodations?

- At WVU, an accommodation is an adjustment made within the university system to provide equal access to individuals based on their proven needs. Accommodations may be physical or academic, and they must be reasonable and effective.
- Academic, Housing, and Transportation

# Accommodations

## ACADEMIC

- Extra time on tests, quizzes and exams
- Reduced distraction test-taking
- \*\*\*\*Priority Registration is NOT automatically given
- \*\*NOT ACCOMMODATIONS...

extensions on assignments and excused absences

ESL \*\*

# Reader and Scribe

## Reader

- An individual, identified by the instructor, who reads all tests, quizzes, and exams verbatim.
- Provides no additional explanation unless done for others.
- Students can ask the reader to reread questions when needed.

## Scribe

- Students respond to tests, quizzes, and exams in a verbal format.
- The instructor can serve as or identify a scribe to record verbal responses.
- Students can read over the transcription to ensure accuracy.
- The use of a digital device to record student answers may be considered.

# Auxiliary Aids

- Sign Language Interpreting
- Real-time transcribing
- Closed Captioning
- Alternate Formats – Textbooks, articles, etc.

# Assistive Technology

- Sonocent-Notetaking Software

<https://www.sonocent.com/>

- Kurzweil Reader

<https://www.kurzweiled.com/>

- Dragon Naturally Speaking

<https://www.nuance.com/dragon.html>

- Built in Accessibility Tools
- Extensions/Apps
- Digital Recorders
- FM Loop Systems

# **STEP THREE:**

## **Requesting Accommodations And Send Notification Letters**



# **STEP FOUR:**

## **Implementing Accommodations**

# Testing

- Instructors arrange separate testing accommodations with the student.
- Can be in the instructor's office, the classroom, or proctored in a monitored setting.
- We are working to coordinate services with an official testing center.

# **Interactive Process: We are all under FERPA**

- Requiring people to talk with each other or do things together
- Students, Faculty, Staff, and Administrators

# **“I am not being accommodated” Ask Students...**

- Did you request your accommodations this semester?
- Have you spoken with your Faculty member about implementation?
- Have you called your Accessibility Specialist?
- Remind them it is an interactive process

# In Your Role You Can:

- Ask students who you see are struggling academically?
  - What do you think would help you here at WVU?
  - Have you ever gotten assistance in classes before?
  - Did you have an IEP or 504 plan in high school?
  - Did you ever attend a class that was more like tutoring then teaching you subject matter?
- If “YES” to any of the above please urge them to come speak to us to see if we may be of assistance
  - You can also email me their names

# When Speaking with a Student

- Be direct
  - At times you may need to describe all steps even ones you find to be intuitive
- Break information into small chunks
  - Give students processing time
- Have students repeat information or put it into their own words
- Follow up with an email with the information or steps the students has to complete
- Don't be afraid to ask for an Accessibility Specialist to team an advising session

# Questions and Contact Information

Dr. Dan Long, Director

Savanna Brown, Accessibility Specialist

Samantha Host, Accessibility Specialist

Susan Henigin, Accessibility Specialist

Teressa Oliverio, Accessibility Specialist

Lisa Stender, Assistive Technology Specialist

Jason Kapcala, Auxiliary Aid Coordinator

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