



Services for Students with Disabilities California State University, Fresno

Henry Madden Library, Suite 1202
5222 North Barton Ave., M/S ML 125, Fresno, California 93740-8014
(559) 278-2811, Fax 278-4214



"TO DO" List for Each Semester

SCHEDULE FORM

Fill out the yellow Schedule Form and return it to the Services for Students with Disabilities (SSD) Office to ensure processing of your professor letters. All accommodations and services requested must have prior authorization by a Disability Management Specialist. Check any accommodations for which you have been previously approved and would like assistance with this semester:

- **Request Notetaking:** Indicate your need for a notetaker by checking the appropriate column on the *Schedule Form*.
- **Request Testing Accommodations:** Check the appropriate column to request testing accommodations.
- **Textbooks in Alternate Format:** Check this column if you are requesting textbooks in alternate format.
- **Sign Language Interpreter/ Captioning/ FM System needed:** Check this column and use the "comments" section on the form to indicate your interpreter preference.
- **Concerns and Comments:** List any information, special requests or concerns you would like to share with your Disability Management Specialist in this section of the form.

PROFESSOR LETTERS

- The SSD Office will prepare letters for you to deliver to each of your professors. Letters will be prepared for the courses you have indicated on the Schedule Form. Allow SSD 2 to 3 full days to process the letters.
- Give the appropriate letter to each of your professors at the start of the semester to inform them of your approved accommodations.

Note: Please notify SSD of any "Adds" or "Drops" to your schedule. The SSD Office will provide additional letters for your professors as needed.

NOTETAKERS IN THE CLASSROOM

Your professors will receive instructions on how to request a notetaker in class and maintain your confidentiality. If you do not have a notetaker within the first week after giving professors your accommodation letters, please notify the SSD Office.

TAPE RECORDED LECTURES

Usually, the tape recording of lectures presents no problem; however, if your professor has any hesitations about taping class lectures, please visit the SSD office for assistance.

TESTING ACCOMMODATIONS

Deliver your letters to professors before requesting accommodations for your first exam. Fill out a Request for Testing Accommodations form and submit it at least one week, prior to the date of your exam. You are now able to submit requests for the entire semester (other than for finals), we encourage you to take advantage of this opportunity, then just call in if corrections occur.

READING SERVICES

Please request this accommodation as early as possible. Adequate advance notice is required in order to complete your request in a timely manner. For more information, contact Rima Nijmeddin in the SSD office.

SIGN LANGUAGE INTERPRETER/ REAL TIME CAPTIONING

Notify the Lead Interpreter, Holly Philpott, as early as possible if you need interpreters or captioning. Please pick up a student handbook detailing interpreter/ captioning procedures if you do not have one.

LAST STEP!

- Complete final registration for your classes
- Complete the Yellow Schedule form.
- Return your Schedule form in person or by mail to SSD at the address listed at the top of the page one.

THANK YOU AND WELCOME TO THE NEW SEMESTER

Janice Brown
Director

Jennie Johnson
Disability
Management
Specialist

Carlos Diaz
Disability
Management
Specialist

Rima Nijmeddin
Alternate
Media
Coordinator

Open
Assistive
Technology
Coordinator

Nyxy Gee
Testing
Services
Coordinator

Holly Philpott
Lead
Interpreter

Maggie Simms
Student
Support
(SCOUT)