

# DSS Intake Registration

*Confidential Information*

Date of Intake Registration: \_\_\_\_\_

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_

Address: *street* \_\_\_\_\_ *city* \_\_\_\_\_ *state* \_\_\_\_\_ *zip* \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_ Other: \_\_\_\_\_

DOB: \_\_\_\_\_ Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Race: \_\_\_\_\_ Veteran: Yes \_\_\_\_\_ No: \_\_\_\_\_

School: Law: \_\_\_\_\_ Liberal Arts: \_\_\_\_\_ Business: \_\_\_\_\_ UG: Fresh: \_\_\_\_\_ Soph: \_\_\_\_\_ Jr: \_\_\_\_\_ Sr: \_\_\_\_\_ G: \_\_\_\_\_ Ph.D \_\_\_\_\_

Major: \_\_\_\_\_ First Semester at UB: \_\_\_\_\_ FT: \_\_\_\_\_ PT: \_\_\_\_\_

Nature of disability: \_\_\_\_\_

How does this affect your performance as a student: \_\_\_\_\_

Medications: \_\_\_\_\_

Do you use any assistive technology (AT)?: \_\_\_\_\_

Would you like an AT assessment? \_\_\_\_\_

Accommodations at other schools: \_\_\_\_\_

DSS contact at former schools: \_\_\_\_\_ Phone: \_\_\_\_\_

Voc Rehab client?: \_\_\_\_\_ Counselor's name/ phone: \_\_\_\_\_

Accommodations requested at UB: \_\_\_\_\_

May we add your name to the UB Emergency Evacuation List?: yes \_\_\_\_\_ no: \_\_\_\_\_

Documentation received: \_\_\_\_\_

## Accommodations:

- Full documentation must be submitted to the DSS office before accommodations can be provided.
- Accommodations are not retroactive: they cannot be given prior to registration with the DSS office AND the professor in each class has received and signed the Accommodations Form each semester.
- You need to get the Accommodations Form EACH semester from the DSS office, signed by the Director.
- Assessment determines the appropriate technology to benefit a student's performance.

## Notetaker Guidelines:

- The notetaker must be a student in the same class.
- The notetaker must provide a useful and correct set of notes, but they do not necessarily need to be word-for-word.
- The notes must be given to the DSS student within 48 hours. The student and the notetaker are to decide the most efficient way to transfer the notes.
- The notetaker should attend every class and maintain good grades.
- If the notetaker is unable to be in a class, then he or she is to provide a substitute notetaker.
- The DSS student must also attend class faithfully; the student is not to assume that he/she does not need to come because he or she has a notetaker.
- After the student's second unauthorized absence, the notetaker will be asked to stop providing notes to the DSS student.
- A notetaker may only take notes for the DSS student; therefore, the notetaker is not to use the notes to advise, counsel, or add personal opinion.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Testing Accommodations:

- For each exam administered in the DSS Office, a "Supervised Testing Administration Request Form" must be completed by the professor. This form includes the professor's contact information, amount of time other students in the class have to complete the test, dates/times the test can be administered, and notification of any items that are allowed to all students taking the exam (i.e., textbook, class notes, calculator, tables or formula sheets, etc).
- Upon learning of examination dates, the student must contact the DSS Office to schedule the exam.
- The student must schedule exam appointment times at least 5 days before the regular class exam dates to allow time for the professor to make arrangements with DSS.
- The student must contact the DSS Office immediately upon learning if an exam is cancelled and/or postponed. The student must also contact the DSS Office if unable to come for whatever reason, and immediately contact the professor.
- The student must leave all non-essential belongings at the front desk of the DSS Office, including backpacks, book bags, pocketbooks, cell phones, electrical devices, coats and hats. These items will be monitored by the front desk staff at DSS but they will not be responsible for any lost or stolen items.
- The student is responsible for bringing blue books or scantron sheets if needed.
- If the student begins the exam late, the delayed time will be deducted from the time allowed for the accommodated exam. Students cannot stay beyond the DSS Office's closing hours.
- Once the exam or quiz has started, students will notify the proctor if there is a need to leave (i.e., use bathroom). This time cannot be made up.
- Students will be proctored during examinations and any questionable incidents discovered by the proctor will be reported to the Director and Assistant Director of DSS who will then inform the professor.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

