Student Disability Services

Kesha T. Lee, Director
Birshari G. Cox, Accessibility Services
Division of Student Affairs
The Mission of the Office of Student Disability Services (SDS) is to make opportunities for educational, cultural, social and other modes of development accessible to ALL students at NCCU.
Federal Mandates

Section 504 of the Rehabilitation Act

The Americans with Disabilities Act (ADA) of 1990

The Americans with Disabilities Act Amendment Act (ADAAA) of 2008
Process to Request Accommodations

• Student request accommodations each semester - documentation is **REQUIRED**

• Student and SDS Staff review documentation and determine appropriate & reasonable accommodations

• Once approved, an accommodations letter is emailed to you from the *Accommodate* System
Faculty Support Needed

• Ensure the SDS Accessibility Statement is included on your course syllabus

• Provide reasonable accommodations as outlined by the SDS Staff

• Contact the SDS Staff when there are questions about accommodations or maintaining course integrity

• Ensure compliance to avoid litigation and Office of Civil Rights (OCR) Complaints
Student Disability Services
Students with disabilities (physical, learning, psychological, chronic medical, etc.) who would like to request accommodations and services are required to register with the Office of Student Disability Services (SDS) in Suite 120 in the Student Services Building. Please contact the SDS Staff at (919) 530-6325 or email sds@nccu.edu. If you are NEW to SDS, please contact the office for an appointment. If you had accommodations previously, you can resubmit a request by visiting our website at www.nccu.edu/sds and clicking on the Accommodate Link. Students are expected to update their accommodations each semester, preferably during the first 2 weeks of each semester.
**Student Support/Ombudsperson**
The Student Ombudsperson is available to assist students in navigating unexpected life events, (e.g. short-term illness/injury, loss of a loved one, personal crises) and guide them to the appropriate University or community resources. Students may also receive assistance with resolving some emergency financial concerns, understanding NCCU policies or general problem-solving strategies. Schedule an appointment by contacting the Student Ombudsperson in the Office of the Dean of Students, G-06 Student Services Building, at (919) 530-7492 or bsimmons@nccu.edu.
Testing Accommodations

• All students with approved testing accommodations may have their exams proctored by the Professor or in the SDS Office. We honor the student’s preference regarding a comfortable testing environment.

• Students are often granted separate/low distraction setting and extended time.

  ➢ **time and a half:** the exam seat time plus an additional half (i.e., an hour exam would become 1.5 hours)

  ➢ **double time:** the exam seat time is doubled (i.e., a 2-hour exam would become 4 hours)

• Please note: If a testing window is identified, (i.e., the exam is open for one week in Blackboard), the student will be expected to complete the test within the allotted exam seat time
Testing Accommodations

• For tests proctored by SDS, Professors have the option to provide exams in the following ways:
  
  ➢ Email
  ➢ Fax
  ➢ Hand-delivery
  ➢ Accommodate System

• We ask that exams be received by the SDS Office by 5 p.m. on the day before the exam is to be proctored. If exams are not received in advance, Professors will be responsible for proctoring the exam within 72 hours, with the appropriate accommodations in their department.
Accommodate System

To upload your exam into Accommodate you will

• Log into Accommodate by visiting www.nccu.edu/sds
• Click on Eagle Accommodate > Faculty
• Login with your NCCU Email Address and Password > Arrive at your Home Screen
• Click on Courses > Your Course Name
• Click on Exam > Add New Exam
• Enter Exam Details > Attachment (Word docs, .pdf files, audio files, pictures)
Accommodate System

Nathan Wymer • Back

Welcome, Nathan Wymer.

GETTING STARTED
- Account Created
- Personal Profile

NEWS FEED

ANNOUNCEMENT
Check out the Resources Tab!
Check out the Resources Tab on how to Upload Exams!

Your feedback is welcome.

View All Announcements

Accessibility Services Management System

Truth and Service
Kesha T. Lee, Director
Birshari G. Cox, Accessibility Services

Suite 120 Student Services Building
1801 Fayetteville Street
Durham, NC

(919) 530-6325 or (919) 530-6135
klee@nccu.edu or bcox@nccu.edu
sds@nccu.edu
www.nccu.edu/sds
Thank you!

We are all advocates for access to ensure student success!