Faculty Reminders:

Please include the following statements in your course syllabus for 2015-16

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

Students that have approved testing accommodations may have exams proctored in the following ways:

1. The professor may proctor by providing a separate/low distraction setting and additional time.
2. The student may have exams proctored in the SDS Testing Lab.

How to submit exams to SDS Office using Accommodate:

• 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)