



Student Accessibility Services

New Mexico State University * MSC 4149 P.O. Box 30001 * Las Cruces, New Mexico 88003-8001

(575) 646-6840 (V) * (575) 646-1918 (TTY) * (575) 646-5222 (Fax)

sas@nmsu.edu

Student Instructions and Agreement

All students must notify the Student Accessibility Services (SAS) Office each semester or mini or summer session of their intent to utilize the accommodations they are eligible to receive by completing and submitting a **Request for Accommodations Form**. The form may be submitted by delivery to the SAS Office in Corbett Center, Room 244, fax to (575) 646-5222, mail to the above address, or email to sas@nmsu.edu as a scanned attachment.

1) **Students enrolled in face-to-face courses shall then:**

- a) Pick up their **Instructor Notification Memo(s)** from the SAS Office as soon as possible after submitting the Request for Accommodations form.
- b) Deliver your **Instructor Notification Memo(s)** to the instructor(s), as soon as possible, but preferably within two (2) weeks of when the accommodations were requested.
- c) Make sure each instructor signs the **Faculty Receipt Form**.
- d) Return the **Faculty Receipt Form** with signatures from each of your instructors to the SAS Office within two (2) weeks of when accommodations were requested.

2) **Students enrolled in on-line courses shall then:**

- a) Receive an email from the SAS Office which includes the **Instructor Notification Memo(s)** as an attachment. The email will be directed to the instructor(s) and copy you.
- b) Contact the instructor via email to confirm and/or clarify the accommodations you will need for your on-line course.
- c) Contact the SAS Office immediately if an email is not received after the **Request for Accommodations form** is submitted.

For students receiving testing accommodations (extended testing time, reader, scribe, etc.) in the SAS Office

Prior to Taking Exams:

- 1) Complete the Student Section of the Testing Proctor Form and take to each instructor as soon as possible (form is only needed if your professor cannot accommodate you elsewhere, and you will test in SAS). It is the student's responsibility to bring the form to the instructor and ask him/her to complete the instructor section.
 - 2) Return the completed form to the Student Accessibility Services Office, as soon as possible, but **preferably two weeks in advance** of the test date.
 - 3) Make sure you are clear about the arrangements for each exam.
 - 4) Make/request a copy of the Testing Proctor Form for your records.
 - 5) To make sure your exam is available, contact your instructor at least two (2) days prior to your examination to confirm your test was sent to the SAS office
- IMPORTANT NOTE:** Exams will be scheduled and administered ONLY if the Testing Proctor Form is completed and on file with the SAS Office.

On the Day of Your Exam:

- 1) Arrive at the SAS office 10- 15 minutes before your scheduled examination time. If you arrive late, no additional time will be allowed for the test and you must complete it in the remaining time.
- 2) Notify the SAS immediately at 646-6840 if you intend not to show up for your exam.
- 3) Bring all needed items with you to the exam. Testing staff are not responsible for providing any supplies such as scantrons, calculators, etc. All unauthorized items (cell phones, backpacks, ipods and/or any unauthorized academic aid, must be placed in a locker in the testing room.
- 4) Begin each exam taken at the SAS office at the specified date and time stated on the Testing Proctor Form. If the testing proctor form indicates different day/time or same day/different time, call SAS and schedule the day or time.
- 5) Turn in completed exams, scantrons, etc., immediately after you are finished. **DO NOT** leave the SAS office with the completed exam.

- 6) **Abide** by the Student Code of Conduct for academic honesty. Exams will be discontinued if the student engages in inappropriate behavior or is found to be cheating and/or using any unauthorized materials. Instructors will be notified.
- 7) **Understand** that SAS staff cannot explain, clarify or express opinions concerning exams. If you anticipate needing to speak to your instructor during an exam, make advance arrangements for this contact.

IMPORTANT NOTES:

SAS Office hours are Monday through Friday between 8:00 am and 5:00 pm. Student must complete the test by 5:00 pm.

FOR ANY CHANGE IN EXAM TIMES OR DATES, approval must be in writing from the instructor.

Failure to follow the above guidelines may eliminate your ability to take future exams with the Student Accessibility Services Office.

___ For student receiving an accommodation of Alternate Text Format.

- 1) SAS must receive the course text books and other reading materials at least four (4) weeks before they are due in order to ensure ample time for preparation and timely return of the materials to the student
 - 2) The text books or other bound reading materials may have to have the spine cut off so that they can be scanned and once the spine is removed the text book cannot be sold back to the NMSU book store or other text book vendor.
 - 3) IMPORTANT NOTE: NMSU Copyright Acknowledgement: The content of all books are protected under copyright law. Distribution of alternate formats of books/publication or other materials at NMSU is limited only to a specialized population that has provided documented evidence of a disability. Copying, sharing or redistributing books in any form to any person is strictly prohibited by law and is a violation of publishers' rights. Violators face possible civil or criminal penalties. I promise not to copy, share or redistribute alternate formats in any form, to any person.
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___ For student receiving an accommodation of ASL Interpreting and Note takers

If you cannot make it to class, let the interpreter/coordinator know as soon as possible by sending a text or email message.

If you are going to be late to class, let the interpreter/coordinator know by sending a text or email message.

If you miss 3 classes in a row without telling the interpreter/coordinator, your notetaker/interpreter services will be stopped until you meet with the Interpreter/Coordinator again.

Student Agreement

By signing below, I understand and agree to follow all applicable instructions stated in the Student Instruction and Agreement Form in order to receive accommodations. I understand my responsibilities to the SAS Office and my instructors. I understand that additional accommodations may be requested by contacting the SAS Coordinator. If additional accommodations are approved by the SAS Coordinator, revised Instructor Notification Memos will be delivered according to the instructions noted above.

Student Signature

Date

SAS Staff Signature

Date