



Hello!

We hope you had a great summer, and we are looking forward to seeing you on campus or enrolled in our online courses!

We want to give you a reminder of Disability Support Services (DSS) Information, including your responsibilities as a student, along with our commitment to help you be successful in your courses.

### DSS Office Update

Please welcome our new DSS assistant, Sandy Silverman. She will help you schedule appointments, answer general questions, and collect documentation.

### Contact Us

[dss@schoolcraft.edu](mailto:dss@schoolcraft.edu)

Phone 734-462-4330

If you are not able to reach Sandy when you call, please leave a voicemail and she will call you back as soon as possible.

Best,

**Jessica C. Pettiford, MA, LLPC**  
Disability Support  
Services Advocate

## Student Responsibilities

### Communication with Your Instructor

At the beginning of each semester, you are **REQUIRED** to communicate (in-person or via email) with your instructor(s) to let them know you would like to use your approved accommodations.

When communicating with your instructor(s), make sure you list the specific accommodations you would like to use. *Always use your Schoolcraft email address.*

### Email Example

"Hi. My name is \_\_\_\_\_ and my student number is \_\_\_\_\_ and I will be taking your \_\_\_\_\_ course this semester. This semester I would like to use my approved accommodations which are:

- *List ones you want to use (both testing and/or in-class accommodations).*

If you have any questions, please let me know.

Sincerely,

\_\_\_\_\_

## Using Approved Testing Accommodations

Notify your instructor **at least 1 week prior to an exam or quiz** if you would like to use your approved testing accommodation(s). *Always use your Schoolcraft email address.*

Your email should include your:

- Name and student number
- Class name & number (ex: ENG 101) and section number
- Date of the exam
- Specific testing accommodations you want to use that are listed on your accommodation memo

### Email Example

Hello Instructor \_\_\_\_\_,

My name is \_\_\_\_\_ and my student number is \_\_\_\_\_. I am currently in your \_\_\_\_\_ course, section number \_\_\_\_\_. On the upcoming exam which is scheduled for \_\_\_\_\_, I would like to use my approved testing accommodations, which are:

- *Using bullet points, list the testing accommodations you would like to use.*

Please let me know if you have any questions. Thank you!

Sincerely,

\_\_\_\_\_

## Scheduling an Appointment in the Testing Center

If you need a Testing Center specific accommodation, you are **required** to fill out a Testing Center form **at least one week prior to your exam/quiz to schedule your appointment** and address what approved accommodation(s) you plan to use

### Testing Center Form

- The form states “I am a DSS registered student and would like to use my pre-approved accommodations”. You will respond by selecting the “Yes” button.
- It will then ask you to acknowledge that you must talk with your instructor prior to the exam date about what testing accommodations you want to use
- You then need to list what approved testing accommodations you want to use on your exam in the text box using your accommodation memo

### Updated Policy

Due to a policy change in the Testing Center, the Testing Center will no longer provide the use of a private room, unless it is listed as an approved accommodation on your memo. The DSS Office will work to update memos and communicate with students who may be impacted. The Testing Center will provide the use of a private room temporarily for situations where students are provided accommodations like the ones listed below until memos have been updated:

- Use of an interpreter
- Use of a personal aide
- Use of a reader or scribe
- Use of assistive writing technology
- Use of a fidget device
- Ability to check a medical device during assessments

## General Information and Our Commitment to You

- If you have issues with your accommodation memo or accommodations, **you are required** to notify the DSS Office as soon as possible. The DSS Office can be reached at 734-462-4330 or by email at [dss@schoolcraft.edu](mailto:dss@schoolcraft.edu)
- Accommodations are not retroactive. If you choose not to use an accommodation, we cannot go back in time and provide you the accommodation if your assignment or exam has passed or was turned in.
- If you do not ask for an accommodation, your instructor will not provide it. Please be sure to communicate with your instructor at the beginning of the semester
- Students who do not have “Use of a Private Room” as a testing accommodation will not be allowed to request the use of one at the Testing Center. The Testing Center will provide approved testing accommodations that are listed on your accommodation memo
- If your needs change or you have a new diagnosis, we ask that you provide updated documentation and meet with Jessica Pettiford, the DSS Advocate, to re-evaluate your accommodations
- We want you to be successful in your classes. In addition to your accommodations, Schoolcraft offers students free online or in-person [tutoring](#), appointments with an [academic success coach](#), free academic [workshops](#), and personal counseling support.

