

## **Disability Services Center and ADA Compliance Student Procedural Agreement**

As a student registered with Jackson State University Disability Services Center (DSC), I understand that it is my responsibility to:

- Seek advisement with my academic advisor every semester then register for the courses that I choose to take.
- Contact Disability Services Staff every semester to request accommodations ahead of time as I understand that accommodations are not retroactive.
- Pick up accommodation letters in Disability Services and deliver them to my instructors every semester. I will meet privately with each instructor to discuss contents of my accommodation letters.
- Inform Disability Services Staff as soon as possible if approved accommodations are not implemented in a satisfactory manner or if other problems arise.
- For online classes: (1) communicate with instructor or academic department to determine best way to deliver accommodation letters; (2) confirm instructor's receipt of accommodation letters; (3) consult with instructor about how accommodations will be implemented; (4) if student has difficulty delivering letters to instructors, request assistance from Disability Services; (5) for each quiz and exam, remind instructors about plans for implementing accommodations; (6) inform Disability Services if any problems arise.
- Make advance requests for specific accommodations requiring extended preparation time (i.e., document conversion of reading materials, sign language interpreters; finding readers).
- Contact Disability Services Staff to request new accommodations, if needed.
- Contact Disability Services Staff to request "work" accommodations on Jackson State's campus, if needed.
- Provide current documentation to support new accommodation requests or work accommodations for student employment on Jackson State's campus.

Student Name: \_\_\_\_\_ J #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSC Staff or

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If you received this form via the mail, sign and have it witnessed. Please make a copy for yourself and return the original to Disability Services in the attached self-addressed, postage paid envelope.*

## **Disability Services Center and ADA Compliance Student Self-Advocacy Statement**

Good self-advocacy and personal responsibility skills are vital to help you make the transition to post-secondary education and to have a successful college experience.

Jackson State University will make a good-faith effort to provide reasonable accommodations and modification, which may be necessary for you to have equal access to educational opportunities. It is the student's responsibility to use your approved accommodations, access other types of university support if needed, and to work towards academic success.

- Know your disability and how it impacts your learning. You are the expert on how your disability impacts you and it is important that you be able to articulate that impact.
- Be proactive. Request your accommodations early or 30 days prior to classes starting. Take action immediately if you start to struggle academically.
- Keep written records. Keep copies of forms and emails; take notes about your contact with instructors and others. This will help you keep track of your efforts to self-advocate.
- Admit your disability to others. You cannot be a successful self-advocate if you hide your disability and needs from those who may be able to help you.
- Understand your learning style. Understanding your learning style can help you articulate your academic needs and ask for appropriate assistance.
- Know what you need. Students should be able to articulate clearly, what they need so that if those needs are not met, the student can advocate for more assistance that is appropriate.
- Know your rights and responsibilities. Students should be familiar with their legal rights and responsibilities. Knowing your rights and responsibilities will help you advocate appropriately for the assistance you may need.
- Be willing to compromise. Students should be willing to negotiate and compromise when necessary in order to receive the most appropriate assistance in the class.

Student Name: \_\_\_\_\_ J #: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

DSC Staff or

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_