

OSSD STUDENT RESPONSIBILITIES PERTAINING TO YOUR LETTER OF ACCOMMODATION

- Read** your LoA in its entirety so you are familiar with your accommodations.
- Provide** your LoA to your professor(s); accommodations are generally not retroactive and will not go into effect until you deliver your LoA to your professor(s).
- Retain** a copy of any emails to and from professors, especially those which include your LoA.
- It is advisable**, although not required, that you **arrange to meet** with each of your instructors during their respective office hours to discuss and to *mutually understand your accommodations*.
- Secure access to any accessible technology required either through OSSD or privately (contact ossdca@wcupa.edu if you would like to set up an adaptive technology consultation).
- Each semester you will need to request to renew your LoA by completing the online [LoA Renewal Request form](#); students whose accommodations are temporary or need to be reassessed may be asked to submit updated documentation prior to renewing their LoA.

IF YOUR ACCOMMODATIONS INCLUDE:	IT IS YOUR RESPONSIBILITY TO:
<input type="checkbox"/> Using the OSSD Proctoring Center	<ul style="list-style-type: none"> ○ Understand the OSSD Proctoring Center online scheduling process and guidelines. ○ Submit Proctoring Center Request forms at least one week prior to the requested date of exam/test (requests may be submitted at any time during the semester). ○ Direct questions about proctoring to ossdpc@wcupa.edu
<input type="checkbox"/> Modified Attendance Agreement (MAA)	Meet with your professors(s) to initiate the implementation of the MAA (your LoA includes a link for your professor(s) to use to initiate the MAA)
<input type="checkbox"/> Access to Note Taking Express (NTE)	You may login to NTE at https://ntehub.com/Account/Login (newly registered students should receive an introductory email from Note Taking Express < info@ntehub.com > soon; please notify ossdnotetakers@wcupa.edu if you do not receive this email
<input type="checkbox"/> OSSD-assigned notetaker and/or scribe	You will need to complete the online Notetaker/Scribe Request Form: https://www.wcupa.edu/universityCollege/ossd/forms/notetakerRequest/default.aspx
<input type="checkbox"/> Use of Alternate Format Textbooks and/or access to Speechify/Audible	You will need to complete the online Alternate Text Request Form: https://www.wcupa.edu/universityCollege/ossd/forms/AlternateText/AltTextInformation.aspx
<input type="checkbox"/> Assignment Deadline Flexibility	You must initiate a discussion with your professor(s) in advance (unless unable due to disability in which case you should initiate a discussion as soon as possible)
<input type="checkbox"/> Feedback on assignments and tests/exams	You must initiate a discussion with your professor(s)

- For more OSSD information you may refer to the [OSSD Overview section of our website](#).
- Information about signing up for OSSD student services (such as academic coaching and/or technology training) will be posted on the [OSSD website](#) before the Spring 2023 semester begins.
- To schedule a time to meet with the OSSD Director to discuss your accommodations, please visit the Bookings site: <https://outlook.office365.com/owa/calendar/DrThomasOpenHours@WCUPA.onmicrosoft.com/bookings/>