

TOPICS

- DASS ACCOMMODATION LETTERS
- REMINDERS SCHEDULING EXAMS
- DASS LINK SURVEY
- ACADEMIC COACHING

Reminders on Scheduling exams at DASS in DASS Link:

Before you schedule a test on DASS Link;

✓ Meet with your instructor to discuss testing arrangements. If your instructor is not able to accommodate you with testing then you consider scheduling your test at DASS.

Our testing policy remains the same;

✓ Schedule your test **AT LEAST 7** days out from the test date. Booking any closer to the test date will not be accepted in DASS Link!

✓ Most tests dates are listed in your instructor's syllabus so you have the test date information available to book well in advance of the test date.

Making changes to your test booking;

Your instructor changes the date of your test:

✓ Reschedule your test in DASS Link **7 days** out from the new test date. Cancel the incorrect test booking. How? Hover over the test booking and the "cancel" tab will appear and click to cancel the test. Book a new appointment.

✓ Any changes after the cut off date to your scheduled test will require you to call the DASS office.

General reminders to remember:

✓ DASS does not administer computer-based exams (i.e. canvas).

✓ Test Proctoring is available M-F 9-5pm. (extended hours during finals)

Requesting DASS letters for Spring 2020 Semester

Welcome back to campus!

Now is the time to submit your "Semester Request" for your spring accommodation letters through DASS Link!

Instructions can be found here:

<https://www.smu.edu/Provost/SASP/DASS/DASS-Link/StudentInstructions/SemesterRequest>.

Select Accommodation >> Select Semester Request

- ⇒ Be sure to "**Review the Renewal**" every time! Only check the classes you're enrolled in for that semester, and only the professors you want to receive an electronic letter. If you don't want a particular accommodation included in your letter to your professor (maybe a non-classroom accommodation), be sure it is unclicked.
- ⇒ Once you submit your semester request, a staff member will review and finalize your request and then a letter will be sent to your DASS Link account, and your selected professors will receive an email notification to check DASS Link to view your letter.
- ⇒ If you add a class to your schedule **after** you make your Semester Request, you must again follow the above steps to submit another accommodation renewal request for your new class. Only check the box for the **new** class.
- ⇒ After the letter is electronically submitted and approved, it is **very important** that you meet with your professor to discuss your testing needs and other accommodations. **We repeat**, you still **need to communicate with each professor** to discuss how to implement your needed accommodations. **NOT meeting/communicating with your instructor could create a DELAY in you receiving your accommodations.**

Your DASS Link login: <https://smu-accommodate.symphlicity.com/sso/students/login>

BRING A COPY OF YOUR CLASS SCHEDULE WITH YOU WHEN YOU MEET WITH YOUR PROFESSOR

*in order to determine how your accommodations will be handled.
Write down what is decided for your testing.*



DASS Link Survey

If you have used DASS Link to share letters with your professor or department, or have scheduled a test at DASS, please take 2 minutes to complete our survey. Log in to DL and click on "Survey" on the left side.

Feedback is welcome!



Need Academic Coaching??

Students with LD/ ADHD can log into DASS Link to make an appointment with David Tylicki, our DASS academic coach.

<https://www.smu.edu/Provost/SASP/DASS/DASS-Link/StudentInstructions/Appointments>

For more information: <https://www.smu.edu/Provost/SASP/DASS/SuccessStrategies/AcademicCoaching>.