



TOPICS

- SCHEDULE FINALS ONLINE!
- DASS STAFF UPDATE
- MAY TERM 2014
- NEW TECHNOLOGY



DASS

Staff Update

Christy Raines, one of our Accommodations Coordinators is no longer working at SMU. If Christy was your coordinator and you need assistance, please contact DASS at dass@smu.edu or call 214-768-1470

May Term Letters

If you decide to enroll in classes for the May Term, please request your letter of accommodation as soon as possible. We encourage you to attempt to deliver it to your instructor BEFORE classes start on **May 15th**. To obtain the contact information of an instructor, phone or email the instructor's department."

NEW TECHNOLOGY

A 39-year-old woman hears for the first time in her life! Technology can be an amazing gift for people with disabilities. http://news.yahoo.com/blogs/trending-now/39-year-old-deaf-woman-hears-for-first-time-175051301.html?soc_src=copy



Online Scheduler for Finals

APRIL 22, 2014

is the deadline to schedule your final at DASS

Schedule early! When a time block is filled, that time will not be available to you. If you plan to take a Final at DASS, please follow the instructions here:

Go to <https://dassscheduler.smu.edu/>

Authenticate with your SMU ID and password (same as webmail)

Enter a final exam date (ex: 05/09/2014)

Select your course

Select Exam Length Multiplier (1.5x= time and a half)

Click Search and select exam time from the blocks available (closest to your class time as possible). We test at 9am, 11:30am, or 2:30pm on each day of finals, except on Saturday. Saturday time block is ONLY 9am. There are only 15 seats per time block, so once a time block is full, you may not select that option.

If you are approved for 2.0x, you must schedule at the 9am or 11:30am time block of the selected day. Contact your professor if you are trying to take your exam at a different time (or day) than the class. If you fail to get permission, we will check this and cancel your reservation. Don't do it!

If you have the accommodation of a laptop for extensive in-class writing and it is needed for this exam, please put that in the "Notes" box.

Click Reserve!

You will receive a confirmation email with the information you have submitted. You should have discussed scheduling your final at DASS with your professor before submitting your request. Forward this email to your professor to provide them confirmation of your plans.

They will receive a test proctor form and request for the test from DASS several days before the final exam. That is the only communication they will receive from us so it is up to you to have set this all up beforehand with the professor. The OS software will not allow you to change or cancel an appointment within the OS; **you must contact Candy at DASS to discuss your conflict.**

DO NOT schedule a final at DASS and then fail to show up for it-this wastes a lot of time and energy (and \$) and takes a spot away from another student, since we often fill most of the time blocks.

Please contact Candy if you are having difficulties using the DASS Online Scheduler.

Your DASS Team, 214-768-1470, dass@smu.edu