



### TOPICS

- MEET KAREN TURBEVILLE
- LETTERS
- ONLINE SCHEDULER REVIEW
- ACADEMIC COACHING
- DASS TESTING POLICIES
- FIREFLY K3000

### Welcome (back) to SMU!

This is the newsletter from your disability office, sent every 2 weeks. It is important you read the newsletter as it contains deadlines, recommendations, and resources for you.

### WELCOME KAREN TURBEVILLE !

Meet **Karen Turbeville**, our newest member of the DASS team!  
Karen is coming from Greenville, South Carolina where she was an Academic Support Specialist at Furman University.  
Karen is the new Accommodations Coordinator, working mostly with students with physical and medical conditions, as well as psychiatric conditions.  
Please stop by and say hello! Her office is located in the A-LEC, room 202W and she can be reached at **214-768-4557**.



### REMINDER!

#### ORDER YOUR

#### ACCOMMODATION LETTERS

#### GO TO:

<http://smu.edu/alec/Request for LettersForm.asp> to fill out the

form. Allow **three days** for the letters to be processed. Pick up your letters from Candy in **202M**.

Meet with your professor privately to discuss how the accommodations will be implemented. *Letters should ideally be given to professors the first week of classes.*




### ACADEMIC COACHING

Start the year with a plan!

DASS offers one-to-one academic coaching for students with LD/ADHD to receive assistance in **time management, organization and study skills**. This is at no charge to the student. If you are interested in scheduling a coaching appointment, email [dass@smu.edu](mailto:dass@smu.edu) and let us know what you would like assistance with, and a staff person will get back with you to arrange a meeting time.

**OS:** If you need to take your test at DASS, with a proctor, use the **Online Scheduler** found at

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

- ◆ **Schedule tests at least 7 days ahead**, not including the test date. 
- ◆ If you are taking a short quiz or a longer-than-usual test, or need a reader/scribe, please call DASS to put you on the schedule manually, at least 7 days ahead.

### TEST PROCTORING @ DASS

- ⇒ If you need to take your test at DASS, this must be approved by your professor with an agreed date and time. ★
- ⇒ Arrive on time to test. If you are more than 20 minutes late to test at DASS, you will be sent to the classroom to take the exam. ★
- ⇒ No extra time is added if you arrive late. ★
- ⇒ Phones must be turned off and placed in your bag in the designated area for personal belongings. ★
- ⇒ Once you arrive to test, you may not leave the room without permission. ★

**If you have reading issues — ask DASS about Firefly, Kurzweil's mobile text-to-speech program.**

