



NORTHWESTERN STATE
UNIVERSITY OF LOUISIANA

A Guide for Students, Faculty, and Staff



**OFFICE OF ACCESSIBILITY AND
DISABILITY SUPPORT**



NORTHWESTERN STATE UNIVERSITY

**Mrs. Crissey Smith, Director
Vacant, Coordinator**

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108C & D Watson Memorial Library
Natchitoches, LA 71497 Office:
318-357-4460
oads@nsula.edu



Policies and Procedures

Mission Statement

Northwestern State University and the Office of Accessibility and Disability Support (OADS) are committed to making students with disabilities full participants in university programs, services, and activities through its compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. The OADS coordinates services and accommodations for students with disabilities and serves as an information center concerning disability-related issues. The OADS is committed to providing equal educational opportunities to students by minimizing the impact of functional limitations upon their academic and non-academic lives through providing reasonable accommodations to students registered with OADS.

Reasonable accommodations are modifications to a course, program, service, or employment that do not fundamentally alter the course or program. Appropriate accommodations are determined through the individual intake appointment by reviewing documentation submitted by a qualified and licensed professional, discussion with the student, and evaluating the essential requirements of a course or program. After the intake appointment, a student will have approved accommodations available for use at their discretion.

Registering for Accessibility and Disability Services

- 1) Students must first complete the Maxient intake form to register with the OADS office. The Maxient intake form will ask for the attachment of supporting documentation. If the student has/had an IEP or 504 plan from high school (dated within the past 5 years), they may complete the intake form and attach the IEP/504 plan as support documentation.
 - a) If students do not have an IEP/504 plan, they may submit an application form associated with their diagnosis. Students may select from 2 different applications.
 - b) OADS has an ADD/ADHD, Psychological, and Learning Disabilities application, as well as a Physical and Medical Impairment application. The applications are listed on the OADS main website, or may be picked up in the OADS office. Students are encouraged to select the application for their primary diagnosed disability.
 - c) The application is to be completed by the students evaluation/doctor/counselor with the diagnosis and recommendations.
- 2) Return the supporting documentation (if not attached to the Maxient application) to the Office of Accessibility and Disability Support, room 108C in Watson Library.
 - Electronic submission: please submit to oads@nsula.edu.
 - Hand Delivered: please deliver to Watson Memorial Library, 1st floor, room 108C.
- 3) Once the application and support documentation has been completed and submitted, the OADS director, will reach out to schedule the virtual intake session for approval.
- 4) Finally, the OADS Director will prepare Accommodation Letters for qualified students. Accommodation Letters will be emailed to their assigned instructors.
- 5) Please be aware that OADS may take up to 2 weeks to process new accommodation requests.



Reasonable Accommodations Provided

Services and Equipment: OADS provides services in cooperation with other departments on campus and may make referrals for specialized services and equipment. Below is a list of services and equipment available to OADS registered students.

- Extended Time for Testing
- Readers for Exams
- Scribes for Exams (including assistance with scantrons)
- Reduced Distraction Location for Test Taking
- Flexibility with Spelling or Grammar Errors
- Materials in Alternate Format
- Use of Word Processor for Essay Exams
- Assistance with Note Taking
- Magnifying Equipment
- Laptops and Computers with Visual Enlargement
- Large Screens/Monitors in all Student Computer Labs
- Some Textbooks in Alternative Formats
- Open Book Scanning and Copying (available at Watson Library)
- Modified Table and Chair Classroom Seating Accommodations
- Microsoft Stream (captioning)

Priority Registration

Priority registration is a service that assigns an early registration date for students with disabilities. It does not entitle students to a seat in classes with full enrollment, but priority registration is provided so that arrangements for services and auxiliary aids (such as preparing textbooks in alternate formats and scheduling real time captioning) must be made in advance and that courses may likely be scheduled around any medical needs. Priority registration will not override holds on student records that block registration such as outstanding fines or unpaid bills and do not guarantee registration in a course that is already full.

<http://registrar.nsula.edu/>

Housing

Accessible housing is available at each Campus Living Village. In addition, many disability needs can be accommodated by making modifications to standard student housing. OADS will provide advice about housing options that best suit your disability needs and facilitate accommodations with properties that are managed by the University's housing partner, Campus Living Villages. The Campus Living Village staff and OADS office will confer and then follow up regarding specific placement. <http://www.nsula.edu/campushousing/>

Transportation

The OADS and campus police schedule shuttle service for persons with permanent or temporary disabilities. Students registered with OADS who have need for transportation will be approved as riders for this service. In order to maintain eligibility for this service, riders



must follow the policy and procedures of OADS. Contact the OADS at (318) 357-4460 or campus police (318) 357-5431 for more information.

Parking

Accessible parking is available on campus and is managed by Campus Police in consultation with OADS. All parking on campus requires the purchase of an appropriate NSU permit. Accessible parking requires a valid State-issued Parking Placard to be registered with Campus Policy. For full information on purchasing your permit and registering your vehicle, please go to: <http://universitypolice.nsula.edu/>

Service Animals

Seeing-eye dogs or other trained, assisting animals are allowed on campus for OADS registered students. Although these animals are permitted within the buildings and facilities, said animals must always remain under the control of the owner. The care or supervision of an animal is solely the responsibility of its owner. NSU reserves the right to exclude animals whose behavior poses a threat to the health or safety of others. NSU is not obligated to provide personal aids and services, such as trained assisting animals.

Lecture Recording

Recorders in classrooms are allowed for OADS registered students. The OADS will notify instructors of this accommodation on the accommodation letter if a student has been approved. If an instructor necessitates, the institution may require the student to sign an agreement so as not to infringe on a potential copyright or limit freedom of speech.

Note Takers

Based on the OADS registered student's individual needs and the nature of the classes being taken, OADS provides volunteer peer note-takers who provide copies of class notes to students with visual disabilities. OADS will assist in coordinating the use of note takers, but the faculty members in the classes in which notes are needed are usually the primary recruiters of volunteer note-takers. When recruiting volunteers, it is important for the faculty member to keep in mind that permission must be obtained from the student with a disability before that student's identity can be disclosed to a note-taker. OADS also has a digital audio notetaking software option.

Academic Testing

The OADS provides for testing environments accessible to all people registered with the office, while working toward the goal of full inclusion. Accommodations are provided on an individual basis. The OADS office works with instructors to determine ways to develop alternatives for students in order to guarantee that access and equality are achieved during testing, while academic rigor is preserved. OADS offers extended time, distraction reduced environments, modifies and alternate format-converting from computerized test to pen and paper, calculators, access to spellcheck, scribes, readers, and oral exams.



Student Responsibility and Procedures for Testing Accommodations

1. OADS registered student's and their instructors will receive accommodation letters via email for face to face and online classes. Students are encouraged to follow up with instructors once accommodation letters have been emailed.
2. The student must notify the instructor and OADS office at least two business days before the test. OADS registered students should complete the exam request form for each exam that is requested to be taken in OADS. Completion and submission of the form will inform OADS staff of your request, allowing them to request the exam/password from the instructor. Final exams request forms **MUST** be submitted at least 5 business days prior to your exam. To request an OADS exam, the exam request link is on the main OADS website.
3. The instructor will deliver or send the test to the OADS office once OADS sends them a students exam request. If the test will be taken on myNSU, the instructor will contact an ECE's Support Specialist to make accommodation arrangements and will provide OADS a password for the exam if necessary.
4. Students must arrive on time, which is strictly during your actual class testing period or when the teacher/OADS has approved you to take the exam, at the OADS office (108 C Watson library) to take the test. It is the students responsibility to inform OADS and their instructor if they are no longer able to take the exam at the time and date they requested. Failure to notify OADS and the instructor of a time/date change could result in reschedule of the exam.
 - OADS may need to reschedule a students exam time due to limited testing space and proctors available.
5. Please call (318) 357-4460 or email oads@nsula.edu if you have questions about the test taking procedures or need the exam request link.

OADS Exam Request:

<https://outlook.office365.com/owa/calendar/OfficeofAccessibilityandDisabilitySupport1@nsula.onmicrosoft.com/bookings/>

*When you schedule an exam please remember OADS hours of operation are:

Monday – Thursday 8 am – 5 pm and Friday 8 am – 12pm.

Keep in mind when you schedule your exams you must be able to complete it before OADS is scheduled to close for the day. Therefore, if you are allowed 2 hours for an exam you should schedule the exam no later than 3pm. The exception for this is during final exams week.

Please remember, the only way OADS is informed that a student needs to take a test test in the OADS office is if we receive a submitted an exam request!

All exam requests must be turned in at least 48 hours in advance in order to obtain exams/ passwords from professors and schedule readers/scribes/proctors required! Thank you!



Extended Time on Assignments

Extended Time on Timed Assignments

Students approved of the extended time accommodation will receive extended time on ***all timed*** assignments including quizzes, exams, etc.

Extended Time on Untimed Assignments

The student may require extended time on assignments to be worked out on a mutually agreeable basis between the student and faculty member under the following conditions:

- An assignment was not listed on the syllabus initially and is given to students one week or less to complete.
- The assignment deadline is listed on the syllabus, but the student did not get the necessary information to complete it until there is one week or less to the deadline.
- An unexpected medical or physical episode interferes with the student's ability to complete the work in the expected timeframe.

*The number of days given for each assignment extension depends on the interactive or participatory nature of a course, or is based on the department, college, or accrediting rules. If special consideration in meeting deadlines is needed, students need to work with the instructor to determine the maximum extension that can be given before compromising the integrity of the course/program.

Voter Registration

Following the intake session of the registration process for OADS, all students will have the opportunity to register to vote. Students may be already registered or choose not to register, but each student will be given/sent the Voter Registration Declaration Form, (where they can specify if they choose not to register), and they may request help for registering if necessary.

If a declaration is received as requesting help, OADS will assist with the process.

Students can also register to vote through the Louisiana Secretary of State website:
<https://www.sos.la.gov/ElectionsAndVoting/Pages/OnlineVoterRegistration.aspx>

Interim Director Facilities Services: Dale Wohletz, Facilities Services Complex, 318-357-5066, wohletz@nsula.edu

Title IX Notices, Policy Statement Regarding Alcohol & Drugs, and Notice of Non-Discrimination:
<http://universityplanning.nsula.edu/eo/>

Student Complaints and Grievances:
<https://www.nsula.edu/studentexperience/studentcomplaints/>



Frequently Asked Questions

What is the process to register for disability services?

1. Complete application
2. Submit support documentation
3. OADS Director will coordinate and schedule your virtual intake/consultation
4. Complete voter registration declaration
5. Complete voter registration (optional)
6. Approval for accommodations

Where do I submit my documentation?

Return the application and supporting documentation to:

Office of Accessibility and Disability Support, Rm. 108C
Watson Memorial Library
Attention: Mrs. Crissey Smith, Director

Electronic submission, please submit to oads@nsula.edu.

Hand Delivered, please deliver to Watson Memorial Library, room 108C.

How long does it take to get registered for disability services?

Please be aware that OADS may take up to 2 weeks to process new accommodation requests.

Do I have to apply for accommodations every academic year?

Accommodation Letters are effective for one semester and must be requested each semester. If a student has previously registered and been approved with OADS and wants to continue using current accommodations for a new semester, they will need to submit the Continued Services Form for the new semester. This form should be completed at the beginning of each semester in order to let OADS know the student has enrolled in classes and needs their accommodations to continue.

How do I request accommodations for the semester?

If you are registered with OADS and want to continue using current accommodations, please submit the Continued Services Form. This form should be completed at the beginning of each semester. Accommodations go 'into effect' only once the letter has been sent to their instructor. Accommodations are not retroactive

Continued Services Form:

<https://www.nsula.edu/disabilitysupport/continued-services>

May I submit my individual education plan (IEP) or 504 plan?

Yes, you may submit your Individual Education Plan (IEP) or 504 Plan along with the completed learning disability application. We recommend you submit your most recent plan to ensure approval with requested accommodations. Most recent plans are considered as the last three to five years.



Important Information for Faculty/Staff

How to....

Verify student approval for accommodations

Faculty should check their email account for an email from oads@nsula.edu. If the student is approved the instructor will have received an accommodation letter on behalf of the student.

Extend students time in Moodle for timed assignments

Testing—User Overrides

How to Set User Overrides

Sometimes, you might need to change a quiz setting for a particular user or users because of specific circumstances. An example of this would be if a student needed extended time on a quiz. To setup a user override, follow the steps below.

Login to Moodle and navigate to your course.
Locate and click on the quiz link.

Administration

- Quiz administration
 - Edit settings
 - Group overrides
 - User overrides

Under Quiz Administration, click on User overrides.
Click on the Add user override button.

Use the dropdown menu to select the student from the list of participants.

There are several options for overrides, including:

- Require password
- Quiz open and close times
- Time limit
- Attempts allowed

Choose the settings for this particular student.
You can have multiple options selected.

Save or Save and enter another override.

Quiz #1 - Chapters 1-2

User	Overrides	Action
Darth Vader	Time limit 10 mins	⚙️ 🗑️

The override has been created.

Moodle v. 3 Revised 3/2017



Providing captioning and transcripts for videos and recordings

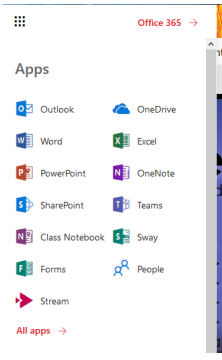
Faculty that owns the rights to their videos may follow the steps below:

STREAM INSTRUCTIONAL HANDOUT

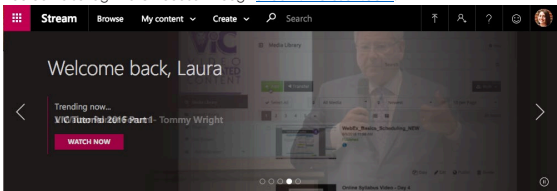
Stream is a video library service offered through Office365. These instructions are for uploading to Stream and sharing the videos in your Moodle courses.

NAVIGATING TO STREAM

Navigating to Stream from Office365: Log into Office365 and click the waffle on the top left. Click the Stream icon in this menu. You may have to click "All apps" to find it the first time.

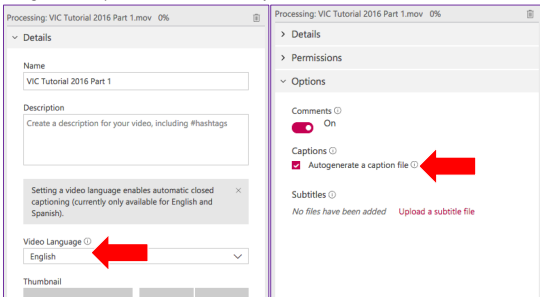


You can also log into Office365 through stream.microsoft.com.



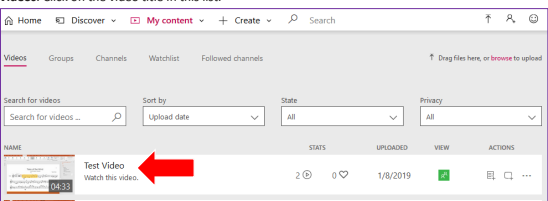
STREAM CAPTIONING

Stream is equipped with captioning services to easily create accessible videos. When uploading a video to your Stream library, make sure that **English** is the selected language for the video, and that "Autogenerate a caption file" is checked in the **Options** menu.



Once you've published your video and it is fully processed, a caption file will be automatically created. This file created will have predicted incorrect words, so these captions will need to be corrected before the video can be considered accessible.

Find your video in your video library by going to **My Content** in the top navigation bar and clicking **Videos**. Click on the video title in this list.



On the video's page, you will see the automatic transcription on the right. Click the **Edit Pencil Icon** at the top right of the transcript and begin by clicking on the section of text with an error.



If instructors do not own the rights to the video they may:

- Check to see if they can find the same video with captioning
- An alternative video with the same content that will provide the student with the necessary information for the course
- Provide the student with personal notes or transcript of the video
- Contact the Director of OADS, for further consultation

Work with students with disabilities

- Do not make assumptions about a student's disability. If you are uncertain how to best approach a topic or work to a resolve to meet the students approved accommodations, consult with the OADS staff. They are your liaison.
- Accommodations go into effect only once a letter has been sent to the instructor. If you did not receive an accommodation letter from OADS, the student likely does not have approved accommodations.
- Consult with the student or OADS staff before deciding about student's accommodations. Reviewing student's accommodation letters often provide additional insight with best assisting students. If an accommodation is not listed on their letter, it has not been approved, and the student may need to consult with OADS in order to make modifications to their approved accommodations.
- Last minute student requests for accommodations that need advance planning time may pose barriers to the provision of the accommodations for a particular test/exam. Encourage students to reach out to OADS as soon as possible if you feel they need additional support or should be registered with the office.
- It is the student's responsibly to notify the OADS 48 hours in advance of an exam if the student plans to take the exam in the OADS. Once an exam request is recieved by OADS, they will reach out to the instructor to notify them, as well as request the exam or password necessary. The exam can be emailed to oads@nsula.edu or have it hand delivered to room 108D in Eugene P. Watson Memorial Library.

NORTHWESTERN STATE

Northwestern State University does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy or parenting status, and veteran or retirement status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Student complaints or inquiries related to Title IX should be directed to the Director of Student Advocacy and Title IX Coordinator, Julie Powell (318-357-5570), Room 308 of the Friedman Student Union or email obannonj@nsula.edu. Employee Title IX issues should be directed to the Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu. In accordance with Section 35.106 of the Americans with Disabilities Act (ADA), all participants, applicants, organizations, and interested individuals are advised and notified that the ADA Coordinator for Northwestern State University for facilities is the Director of University Affairs, Jennifer Kelly (318-357-4300), located in New Fine Arts, 104 Central Avenue, Ste. 102 or email andersonje@nsula.edu. For student academic services, contact the Director of Access and Disability Support, Taylor Camidge (318-357-5460) located in Room 108-C Watson Memorial Library or email camidget@nsula.edu. For faculty/staff accommodations and services, contact Executive Director of Institutional Effectiveness and Human Resources, Veronica M. Biscoe (318-357-6359), Room 111 Caspari Hall or email ramirezv@nsula.edu. Information about NSU's campus security and crime statistics can be found at <https://www.nsula.edu/universityaffairs/police/>. Full disclosure statement: <https://www.nsula.edu/iehr/>