Students with Disabilities Services

STUDENT HANDBOOK

UNIVERSITY OF SOUTH FLORIDA

USF STUDENT AFFAIRS
UNIVERSITY OF SOUTH FLORIDA
Dear Student,

Welcome to USF! We’re glad you’ve joined the USF community. In accordance with Section 504 of the Rehabilitation Act, The Americans with Disabilities Act and the ADA Amendments Act, The University of South Florida is committed to providing reasonable accommodations to students with disabilities.

Creating an accessible environment is a collaborative process that involves the Office of Students with Disabilities Services, USF students and all faculty and staff at USF. USF students who utilize accommodations often share stories about their academic success and the positive impact of accommodations.

Please use the contents of this guide to assist you in learning more about your role in the accommodations process at USF. SDS is available to assist you at 813-974-4309 or via our web site at www.sds.usf.edu. We look forward to working with you. Go Bulls!

Sincerely,

Deb McCarthy
Director, Students with Disabilities Services
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Updated August 2011
Welcome to the University of South Florida and the Students with Disabilities Services (SDS) office. SDS coordinates academic accommodations for students with disabilities taking courses at USF Tampa. This handbook is a guide to commonly used accommodations and resources.

**Our Mission**

The mission of Students with Disabilities Services is to promote effective self-advocacy and accessible academic learning for students with disabilities. Students with Disabilities Services values a positive student-centered approach to academic accommodations characterized by self-advocacy, student learning, equal access and universal design.

**Staff Listing:**

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*TTY Users: Through the Florida Relay Service, people who use specialized TTY telephone equipment can communicate with people who use standard telephone equipment. To call Florida Relay, dial 7-1-1 or 1-800-955-8771 (TTY).*

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**Contact Us**

Students with Disabilities Services  
University of South Florida  
4202 E. Fowler Avenue SVC 1133  
Tampa, FL 33620  

(813) 974-4309 (voice)*  
(813) 974-7337 (fax)

**GENERAL INQUIRIES:**  
SA-SDS-Information@usf.edu

**EXAM-RELATED QUESTIONS:**  
SA-SDS-Exams@usf.edu

Visit us online at:  
www.sds.usf.edu
Location

Students with Disabilities Services (SDS) at the USF Tampa campus is located in the Student Services building (SVC), room 1133, across from the Registrar’s Office.

The closest parking location is the Collins Blvd. Parking Garage, which can be accessed via Leroy Collins Boulevard.

Office Hours

**LOBBY HOURS:**
Monday-Friday 8:00 am to 5:00 pm

**TESTING HOURS:**

*Fall and Spring*
Mon, Tue, Fri 8:00 am to 5:00 pm
Wed, Thur 8:00 am to 7:00 pm

*Summer*
Monday-Friday 9:00 am to 5:00pm

Hours may vary during peak testing times.

Accessible Parking

If you have a valid non-Park & Ride permit and also display a valid Florida Disabled hang tag or license plate, you may park in any available disabled space. In the event that no designated spaces are available, you may use any valid non-reserved, non-marked parking space close to your destination.

Parking illegally in a disabled space is a $275 violation. Be sure to display your State-issued Disabled hang tag to avoid a citation!
USF System Contacts

The University of South Florida has several offices that can assist with Americans with Disabilities (ADA) Act compliance and reasonable accommodations. Please note that you must apply for academic accommodations at each USF location you will be taking classes at.

USF - Tampa Campus

For Employees
Human Resources-Employee Relations
4202 E. Fowler Ave SVC 2172
Tampa, FL 33620
(813) 974-5396
www.usf.edu/HR

For Students
Ms. Deborah McCarthy, Director
Students with Disabilities Services
4202 E Fowler Avenue, SVC 2172
Tampa, FL 33620
(813) 974-4309
dmccarthy@usf.edu
www.sds.usf.edu

For Public Events/Services
Mr. David Owens, ADA Coordinator
4202 E. Fowler Ave ADM172
Tampa, FL 33620
(813) 974-8616
dowens@usf.edu
www.usf.edu/eoa

USF St. Petersburg

For Students
Mr. Barry McDowell, Coordinator
Students with Disabilities Services
140 Seventh Ave South, TER200
St. Petersburg, FL 33701
(727) 873-4837
mcdowell@stpt.usf.edu
www.stpete.usf.edu/disability/

For Public Events/Services
Ms. Sudsy Tschiderer, Events Coordinator
University Relations
140 Seventh Ave South, SNL100
(727) 873-4842
St. Petersburg, FL 33701
tschider@mail.usf.edu
www.stpt.usf.edu/advancement

For Employees
Ms. Chitra Lyer,
Human Resources
140 Seventh Ave South BAY 206
St. Petersburg, FL 33701
(727) 873-4115
clyer@mail.usf.edu

USF Sarasota-Manatee

For Students
Students with Disabilities Services
8350 N. Tamiami Trail, SMC C107
Sarasota, FL 34243
(941) 359-4714 or (941) 359-4330
disabilityservices@sar.usf.edu
www.usfm.edu@disability-services

For Public Events/Services
Students with Disabilities Services
8350 N. Tamiami Trail, SMC C107
Sarasota, FL 34243
(941) 359-4714 or (941) 359-4330
disabilityservices@sar.usf.edu

For Employees
Ms. Carolyn Dyson,
Human Resources Manager
8350 Tamiami Trail, B109
Sarasota, FL 34243
(941) 359-4224
cdyson@sar.usf.edu
Confidentiality

SDS respects the confidential nature of your disability-related information. Student records are protected by the Family Educational Rights and Privacy Act (FERPA).

Access by USF personnel to disability-related information housed in SDS is on a need-to-know basis and only for the purpose of assuring appropriate accommodations.

Instructors are regularly apprised of the confidential nature of disability-related information. Accommodation memos prepared by SDS staff will not list your specific diagnosis or medical details. Instead, the memos will list your approved academic accommodations.

Release of Information

If you would like SDS to be able to discuss your disability or accommodations with persons or agencies outside of USF (including your parents if you are over the age of 18), you must complete a Release of Information form, available in the SDS lobby or in the Forms section of the SDS website.

SDS will not discuss your accommodations with your parents unless a Release of Information form is on file.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
Applying for Accommodations

New freshman and transfer students may apply for accommodations once admitted to the University of South Florida. Current students may apply at any time. It is your responsibility as a student to identify yourself to SDS and present proper documentation of your disability if you would like to receive academic accommodations.

1. Application
The Online Application for Accommodations and Services form is available at www.sds.usf.edu. A completed application will not be processed until documentation is received.

2. Documentation
Students seeking support services from Students with Disabilities Services (SDS) on the basis of a previously diagnosed disability may be asked to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act.

Complete documentation guidelines are available at www.sds.usf.edu in the “Forms” section. Please carefully review our documentation guidelines before submitting your application.

All documentation submitted is considered confidential. SDS will not return documentation. Please keep copies for your records.

3. Submission of materials
Documentation can be submitted by one of the following methods:

- Drop off at SVC1133 (no appointment needed)
- Fax to (813) 974-7337
- Email to SA-SDS-Information@usf.edu
- Mail to:
  Students with Disabilities Services
  4202 East Fowler Avenue, SVC 1133
  Tampa, FL 33620-6923

4. The Review Process
The review process typically takes up to ten (10) business days. In particularly busy times, such as the start of a new semester, this process may take longer. You will be notified by email once the application and documentation have been reviewed.

5. Intake Interview
To finalize your accommodations, you’ll need to meet with an SDS coordinator to discuss your approved accommodations, sign paperwork, and learn about how to use your accommodations. This initial meeting typically lasts one hour.

You’ll be assigned to this SDS coordinator throughout your time at USF. They are available to answer any accommodations questions you may have and refer you to appropriate campus resources.

If you would like to check the status of your application or confirm receipt of materials, please call (813) 974-4309.
Expectations for Students

The staff at Students with Disabilities Services are here to support you in your academic endeavors. It is your job as a student to manage your academic and personal responsibilities. Set yourself up for success by following these steps:

- Pay attention to SDS deadlines and procedures related to accommodations and exams. See page 12 for information about exam scheduling.
- Use your accommodations. You can start by accessing your memos of accommodation via the SDS website and then delivering them to your professors.
- Practice self-advocacy. Be prepared to explain how your disability affects your ability to participate in class and what adaptations and accommodations you will need to be successful.
- Read your course catalog (or at least know how to find it on the USF website). Knowing your degree requirements can help you graduate faster and avoid wasting time and money.
- Be aware of financial aid requirements—how many hours of aid do you qualify for? What GPA do you have to earn to keep your scholarships?
- Find a time to visit each of your faculty members during the semester. When you have problems or concerns related to coursework, don’t hesitate to contact them during office hours.
- If you are experience problems with your accommodations, contact your SDS coordinator as soon as possible.

Important Information:

- Distance learners taking online classes are eligible for services. If you are a distance learner located outside the Tampa area, please call (813) 974-4309 to obtain services.
- Accommodations are not retroactive. Even if you aren’t sure you’ll need accommodations for a class, it’s better to have them in place than to find yourself in trouble halfway through the semester.
- You can apply for accommodations at any point during the semester. However, it does take time to process an application and establish accommodations. Don’t wait until your big test is days away.
- Accommodations are decided on a case-by-case basis, using the documentation submitted with your application. SDS will make the final determination as to whether appropriate and reasonable accommodations are warranted and can be provided to the individual.
- Your SDS approved accommodations may differ from those you have used during high school or at a previous college.
- Students typically are not required to resubmit documentation every semester to maintain their active accommodations status. Please see page 10 to learn more about downloading your accommodation letters each semester.

Appealing Accommodations Decisions

Denied accommodation requests may be appealed in writing by a student to the SDS Director, or designee. Such appeals must be filed within ten (10) calendar days of the your receipt of the denial of accommodation request. See the staff listing on page 4 for the director's contact information.
Using Your Accommodations

Memo of Accommodations

Each semester, students registered with SDS must download their Memorandums of Accommodations from the accessSDS web portal, available at www.sds.usf.edu. Students then provide their instructors with a Memorandum of Accommodations from SDS, outlining the academic accommodations for which they have been approved. It is the student’s responsibility to deliver this memorandum and discuss their accommodation needs with their instructor.

Presuming a request is made within a reasonable time frame (typically five business days prior to the needed accommodation), your professors do not have the right to refuse to provide required accommodations as outlined on an official SDS memo of accommodations. You do not need to provide a copy of your medical documentation to instructors. However, faculty members do have input to determine how accommodations should be provided in a particular class. Contact your SDS coordinator if you and your professor need assistance.

Attendance-Clarification Form

If flexible attendance is one of your approved accommodations, you will work with each of your professors to complete an Attendance-Clarification form.

This Attendance-Clarification form is designed to allow the instructor to clarify requirements of the course, and for you to share with the instructor possible attendance issues. In using this form, you and your instructor should clarify any expectations regarding notification in the case of absence, the process for completing missed work and how the student will obtain information missed in class.

Once you and your professor have completed and signed the form, please return it to the SDS front desk or fax a copy to (813) 974-7337. This accommodation is not officially recognized by SDS until a completed Attendance-Clarification form has been received, and will be effective beginning the date of the instructor’s signature.

If you need additional copies of the form, please stop by the SDS front desk.

Sample Memo of Accommodations
Priority Registration

Priority registration is an accommodation approved by Students with Disabilities Services based on appropriate disability documentation. This accommodation allows students earlier access to the registration system. Priority registration does not guarantee course selection.

As with other accommodations, the student is responsible for taking advantage of this priority registration accommodation by clearing any registration ‘Holds,’ prior to the first day of registration.

When does priority registration begin?

You can find the first day of registration by going on-line to www.usf.edu. Then click on:

- Current Students
- Registrar’s Office
- Calendars
- Registrar’s Event Calendar

Look for “Benchmark – Registration for degree-seekers begins…”

Where do I find the Course Schedule?

Go on-line to www.usf.edu ➔ Current Students ➔ Class Schedule Search, and enter TAMPA campus. Search for classes by College, Department, Subject, Course Number or CRN, or see the tutorial at www.registrar.usf.edu/search.php?keywords=howto for “OASIS Student Schedule Search.”

Which classes should I register for?

Plan your desired schedule and meet with your academic advisor for your college/department. You may also want to meet with your SDS coordinator to discuss any disability issues related to your schedule.

Always plan a schedule that facilitates accessing your accommodations. For example, if one of your accommodations is extended time for exams, do not register for back-to-back classes. Or, possible medication issues may preclude registering for morning classes.

OK, I’ve seen my advisor, planned my classes and have allowed for my accommodations. Now how do I register?

Go to www.registrar.usf.edu/search.php?keywords=howto and click on “OASIS Student Registration.” This tutorial will show you how to register for your classes on OASIS.
Testing Accommodations

Common Testing Accommodations

Testing accommodations are customized to fit your needs. Exam accommodations may include:

- Reduced distraction space
- Extended time
- Reader
- Scribe
- Use of a computer for typing
- Exams in Braille format or large print
- Assistive Technology (screen readers, CCTV, speech to text software, etc.)

When to Take an Exam at SDS

It is always your choice whether you want to use accommodations on an exam. Students receiving accommodations do not have to utilize SDS testing rooms. USF faculty are free to administer accommodated exams to students with disabilities at a time and location that is mutually determined by the faculty member and the student. The SDS Testing Center is an available resource if:

1. Your accommodations require adaptive technology or personalized assistance, such as a scribe.
2. The instructor is not able to accommodate extended time.
3. The instructor is not able to provide a reduced distraction testing environment.

Scheduling Examinations at SDS

SDS provides testing space and accommodation as space and staff permits. Carefully follow these procedures to schedule your exams:

1. Present your instructors with Memos of Accommodation and discuss your exam accommodations.
2. Complete an exam request for each individual exam via AccessSDS link available on SDS home page: www.sds.usf.edu.
3. Exam requests must be submitted at least one week before the examination.
4. In order to schedule an exam you will need the following information:
   - Course name and number (ex. MAC 1101)
   - Instructor of record's first and last name and USF email address
   - Date and start time of classroom examination
   - Amount of time the class has for taking the examination
5. During the class period before each examination, remind instructors that testing materials need to be delivered to SDS.

You can view your scheduled exams by logging into AccessSDS and selecting "My Upcoming Appointments."

Scheduling a Final Exam

A “Request a Final Exam” link will appear in AccessSDS mid-semester. You will need to follow this link in order to request each individual final exam you wish to take at SDS. SDS will contact you through email with your specific final exam schedule once the deadline for requests has passed.

Rescheduling an Exam

Students are not authorized to make any changes to their scheduled exam without the written consent of their instructor. If a testing date or time is modified, the instructor must contact the SDS Testing Center at SA-SDS-Exams@usf.

Time limits for exams on Blackboard can be adjusted to allow for extended-time accommodations. Contact SDS if your professor needs instructions or assistance.
1. **Timeliness.** Arrive at SDS 15 minutes before scheduled test time with USF Student ID card. Exams will begin at the time they are scheduled and will not be adjusted without professor permission.

2. **Late arrival.** Students need to contact SDS if they will be late for their exam. Scheduled exam times will not be extended to allow for late arrival and may require that the student contact the professor to reschedule.

3. **SDS adheres to the USF Attendance Policy.** Absences are excused for military duty, jury duty, religious days, University-sponsored activities, and documented medical attention for illness. Students must contact their instructor immediately and make alternative testing arrangements if they miss a scheduled examination.

4. **Electronics and Personal Items.** Do not bring non-testing materials or personal items to the SDS Testing Center. These items include cell phones, iPods, iPads, MP3 players, purses, book bags, hats, textbooks, notes, etc. SDS is not responsible for the storing or safety of any personal items. Only items authorized by the instructor are allowed in the testing rooms.

5. **Breaks during examinations.** Barring medical or approved accommodation(s) needs, students are not permitted to leave the testing center except for an approved break. A break is part of your overall testing time. When taking an approved break, students must return all testing material to the proctor before leaving and may not access backpacks or phones during the break.

6. **Testing accommodations.** Alert a proctor immediately if problems arise during testing.

7. **Examination Completion.** Students will not be able to access examinations once turned in to an SDS exam proctor or if the student leaves the test center without permission.

8. **Monitoring.** SDS testing rooms are monitored by cameras and SDS exam proctors.

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**Testing Environment**

Every attempt is made to keep the SDS testing environment quiet and comfortable. Proctors are unable to adjust the air temperature, and it is recommended that you bring a jacket or dress in layers. To reduce noise distraction, SDS provides ear plugs to all test takers. White noise machines are available in private testing spaces.

If at any time you have a concern about your testing environment, please alert a proctor. Adjustments cannot be made once a student has completed an exam.

Because SDS continuously administers exams during operating hours, the Students with Disabilities Office space is considered to be an academic environment. Any individual or behavior considered to be a disruption to the academic environment is subject to USF’s Academic Disruption Policy, [http://generalcounsel.usf.edu/policies-and-procedures/](http://generalcounsel.usf.edu/policies-and-procedures/)

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**Academic Misconduct**

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance, in any type of examination, which have not been authorized by the instructor and SDS testing staff.

Students completing any type of examination are prohibited from looking at or transmitting materials to another student (including electronic reproductions and transmissions) and from using external aids of any sort (e.g., books, notes, calculators, photographic images or conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

If a student is found with unauthorized materials in the testing room, the examination will be stopped, the materials will be confiscated, everything will be turned over to the instructor, and the student will not be permitted to utilize the testing center for the remainder of the semester.
Note Takers

With approval from Students with Disabilities Services, students who have a disability that impacts their ability to take notes may utilize a copy of class notes provided by a fellow student who serves as a volunteer note taker.

Choosing a note taker is an opportunity for you, as a student with a disability, to practice self-advocacy skills. You have an opportunity to determine what information you specifically need from a note taker (concepts, charts, numerical details, etc.). You also have a unique opportunity to practice negotiating and collaboration skills that will be essential to you in later semesters.

It is your responsibility, as the student requesting the note taker accommodation, to locate and recruit an individual who will volunteer to be a note taker. Instructors are not required to give notes to students.

Locating a Note Taker in Your Class

- Ask a student you know personally. If you don’t know anyone in the course, observe someone in your class who takes comprehensive class notes and ask this person if he or she is willing to serve as a note taker.
- Consider trading notes with other classmates. Others do not have to know that you are using notes as an accommodation.
- Ask to borrow notes and take responsibility for making your own copies. (You can use the copier machine located in SDS.)
- Work with a study group where exchanging notes is a regular practice among the students in the group.
- Suggest to your instructor that lecture notes be placed on Blackboard or in the library for all to review.
- Suggest to your instructor that there be a "class note taker" each day. The responsibility for notes rotates among participants in the class so that no one student is responsible every day.

If you are unable to locate a note taker, you may ask your professor to make a recommendation or to ask the class if anyone is interested in becoming a note taker. Speak to your professor about confidentiality before they make such an in-class announcement.

Your Responsibilities:

- Having a note taker does not relieve you of the necessity to attend class. If you do not attend class, the note taker is not obligated to provide you with materials from the missed class. Contact SDS for assistance if your disability creates attendance issues.
- It is your responsibility to work with your note taker to ensure that you get the class notes in a timely manner.
- The note taker accommodation is most effective if you develop a one-to-one relationship with your volunteer note taker. If you have any difficulties in obtaining notes or in identifying a note taker, please contact your SDS Coordinator as soon as possible.

Note Taking Supplies

SDS will make copies as time allows during business hours (8am-5pm, Monda-Friday). Students are also allotted $2.50 worth of free copies or prints in on-campus computer labs or the library each day.

Students wishing to use carbonless paper may purchase such paper online at educational supply sites or at local office supply stores.

Be sure to let your volunteer note taker know that they can receive recognition for their activities through the USF Co-Curricular Transcript. Contact SDS for details.
Alternative Text Materials

Alternative text is the term applied to required course materials such as textbooks, electronic documents, exams and other print materials which the student needs converted into an accessible format. Accessible formats may include PDF files, RTF (Rich text format) files, and DOC (document) files. Paper enlargements and Braille resources are also possibilities.

Who Uses Alternate Text Formats?
Most students who utilize alternative text formats are blind or visually impaired or have a learning disability such as dyslexia, that significantly affects their ability to read printed formats.

If you are not approved for SDS e-text conversion but would like to utilize electronic books, the Assistive Technology coordinator can discuss alternative resources with you.

Steps for Requesting Materials from SDS

- Complete an intake appointment with your SDS coordinator to review your accommodation needs and discuss applicable alternative text resources.

- Either during your intake appointment or at another scheduled time soon after your intake, meet with the ATEC Coordinator to discuss which format will work best for you.

- It is the student's responsibility to turn in an "Electronic Text Materials Request" form, along with original texts and receipts, for all materials to be coverted.

- SDS will notify students when materials are ready to be picked up. If your textbook was cut to allow for scanning, SDS will rebind the book with plastic binding and return it you with your electronic files.

Creating textbooks in an alternative format is time consuming. It may take up to 4 weeks for SDS to locate and produce a text in alternative format for a student. You can minimize delays by identifying and requesting necessary materials as early as possible.

Alternative E-Text Sources

USF Bookstore
Ask the USF bookstore if you can order an electronic copy of your textbook directly from the publisher.

Learning Ally (formerly RFD&B)
www.learningally.org
This resource charges an annual subscription fee. Learning Ally has a collection of more than 65,000 digitally recorded textbooks and literature titles – downloadable and accessible on mainstream as well as specialized assistive technology devices.

Audio Books for Free
http://www.audiobooksforfree.com
MP3, iPod and DVD audiobooks (adventure, mystery, horror, classics, children, non-fiction, philosophy, etc.) available to download for free.

Bookshare
www.bookshare.org
This online library of digital books is available for people with print, visual, or physical disabilities. Qualified individuals must register to gain free access. Textbooks, books, and newspapers are available.

Poetry Hunter
http://www.poemhunter.com/eBooks/
An extensive collection of free poetry eBooks.

Other Sources
As electronic book readers gain popularity, more titles are widely available for purchase as eBooks. Check at online textbook suppliers, such as Amazon or Barnes and Noble, to see if your text is available for purchase in electronic format.
Hearing-Related Accommodations

Students with hearing impairments vary greatly in the degree and type of hearing loss they experience. Reasonable accommodations are individualized and flexible, based on the nature of the disability and the academic environment. Common academic accommodations offered to students who are deaf or hard-of-hearing include:

- Sign Language Interpreting
- Communication Access Realtime Translation (CART)
- C-Print - Transcription Services
- Assistive Listening Devices (ALD)
- Notetaking
- Captioning
- Preferred seating

These services may be requested during your intake appointment with an SDS coordinator.

If you are a current student utilizing CART or C-Print Services, notify your SDS coordinator as soon as possible should your syllabus mention the use of movies, films, or audio streaming on Black Board. This will enable the coordinator time to obtain captioned materials or transcribes.

Interpreting/Transcribing Services

To request interpreting or transcribing services for classroom purposes:

1. Inform the Coordinator for Deaf and Hard of Hearing Services of preference for interpreting and interpreting needs (oral, ASL, or PSE) or transcribing. Within reasonable limits, SDS will strive to accommodate your request for a preferred type of service.

2. Provide the Coordinator for Deaf and Hard of Hearing Services with requested class schedule as soon as you register for classes.

3. Report any changes in daily or weekly class schedule to the Coordinator for Deaf and Hard of Hearing Services as soon as possible.

4. Inform the Coordinator for Deaf and Hard of Hearing Services when interpreting/transcribing services will not be needed or if you will be arriving late to class or a scheduled appointment. An interpreter/transcriber will wait 20 minutes before leaving a class or an appointment.

Request services at least five business days in advance for interpreter/transcribing services that are needed for advising, meetings with instructors, or any other university meeting.

FM Systems- Assistive Listening Devices

FM systems are available for students who are in need of amplification in the classroom. Students with hearing impairments and sometimes Central Auditory Processing Disorder often benefit from the use of FM systems.

To request an FM system:

1. Contact the Coordinator for Deaf and Hard of Hearing Services.

2. Sign a contract with SDS to check out FM equipment for the semester.

3. Return equipment at the end of each semester to the SDS Office.

4. Contact the SDS Office immediately if you have any difficulty or the equipment is in need of repair.
Temporary Impairments

Temporary impairments, such as broken bones, recovery from surgery, and short-term illnesses, are not covered by the Americans with Disabilities Act (ADA), because this law applies only to long-term disabilities. However, there are many resources on campus that are available to assist you in your classes and on campus at the University of South Florida.

Some temporary impairments may impact a student’s ability to attend class, take notes, or complete examinations. If there are academic concerns related to a temporary impairment, the student should first consult with course professors to discuss the nature of the impairment and alternative ways to meet course requirements.

Applying for Temporary Academic Accommodations

Students with Disabilities Services is available to assist students and professors in evaluating needs and pursuing appropriate temporary accommodations.

Students requesting temporary academic accommodations from SDS must submit an Application for Accommodations and Services and medical documentation of the temporary impairment. This could be a letter from a physician, or medical documents showing the nature and extent of the injury. Alternatively, the student’s physician may complete the “Verification Form for Students with Temporary Impairments.” All forms are available at www.sds.usf.edu, in the “Forms” section.

Accommodations for temporary impairments may include:

• Services of note takers
• Use of a computer or recorder in class
• Accommodated class examinations
• Permission to move about in class
• Flexible Attendance Policy

Parking

Accessible parking is available on campus. To park in a disabled parking space, both a valid, non-Y USF parking permit and a state-issued disabled parking placard or license plate are required.

Temporary Florida Disabled Parking Permit applications are available from www.flhsmv.gov/dmv/disabled_pkg.html, and require a physician’s signature.

On-Campus Transportation

The Bull Runner is a fare-free bus service that provides on-campus transit. All buses used on Bull Runner Routes are equipped with a lift or ramp to provide access. Passengers with disabilities or with seriously reduced mobility may use the lift or ramp.

PLEASE NOTE: USF does not offer door-to-door service or golf-cart rides for students with mobility impairments. Students may make arrangements with family, friends, or a taxi-service if door-to-door service is needed.

Medical Equipment Rentals

There are medical supply companies in the Tampa area that rent wheelchairs, crutches, and other medical equipment. USF does not loan these items to students.

Finding it hard to get around campus on crutches? Consider renting a wheelchair. All Bull Runner buses are equipped with wheelchair lifts.
Campus Services

Assistive Technology in Open Computer Labs

For student requiring alternative computer access, assistive hardware and software are available at select workstations in a variety of campus computer labs.

To see a current list of computer labs with assistive technology workstations, please visit the SDS website. Under the Students tab, you will find a link to "Assistive Technology Computer Labs" with the complete listing.

If you have any questions, the SDS Assistive Technology coordinator is available.

Preloaded software:
- Text magnification and reading software (ZoomText)
- Speech to text software (Dragon Naturally Speaking)
- PDF conversion software (Adobe Acrobat)
- Text to speech software (JAWS)
- Microsoft IntelliType Pro keyboard software
- Microsoft IntelliPoint Pro mouse software
- Read & Write Gold

Items available for checkout on request:
- A Braille keyboard
- An optical trackball marble mouse
- A headset with built in microphone

Additionally, a CCTV is available at the Tampa Campus Library (First Floor).

Campus Recreation Accommodations

Campus Recreation is committed to helping people with disabilities participate fully in recreational activities and programs. If you have a need or request not mentioned below, please contact 813-974-7048. Accommodations, assistance, and services include:

- Accessible Equipment, such as Resist-a-bands, free weights, arm ergometer cardio machines, and adjustable cable weight machines.
- Indoor Pool features include a mototized pool life and lifeguard on duty at all times. Personal attendants are permitted.
- Group Fitness Classes, such as water aerobics, yoga, and pilates.

Schedule your fitness orientation today by calling 813-974-7084.

On-Campus Housing Accommodations

USF requires all first year students to live on campus. To request disability-related accommodations in on-campus housing, please call Housing & Residential Education at (813) 974-0001 and ask to speak with the Assistant Director of Assignments.

Requests for exemption to the first year live on campus requirement on the basis of compelling individual circumstances will be considered. Please visit www.housing.usf.edu for additional details regarding requests for exemption.
Tutoring Services

Located in the Tampa campus library, this service is free to all students. Tutors are available for many general education subjects including math, science, foreign language, and writing.
www.lib.usf.edu/tutoring/

Writing Center
Have a writing task to accomplish? Need someone to talk to about your writing? Consult an experienced graduate student at the writing Center.
http://www.lib.usf.edu/writing/

Student Support Services
The Student Support Services Program provides individual and small group tutoring in English to meet each student’s needs. USF’s Tutoring and Learning Services’ professionals and peer tutors provide free tutoring in mathematics, sciences, economics, foreign languages, and other subject areas.
http://www.ugs.usf.edu/sss/services.htm

SMART Lab
The Science, Math, and Research Technology Lab or SMART Lab is equipped with 324 computer workstations to provide a hands-on learning space geared toward improving student performance in science, technology, engineering, and mathematics (STEM) related coursework.
http://www.lib.usf.edu/smart-lab/

Important USF Offices

Counseling Center
(813) 974-2831
www.usf.edu/counsel

Financial Aid Services
(813) 974-4700
www.usf.edu/finaid

Graduate School
(813) 974-2846
www.grad.usf.edu

Housing & Residential Education
(813) 974-0001
www.housing.usf.edu

Parking & Transportation Services
(813) 974-3990
www.usf.edu/parking_services

Registrar
(813) 974-2000
www.registrar.usf.edu

Student Health Services
(813) 974-2331
www.shs.usf.edu

Tutoring Services
(813) 974-2713
www.usf.edu/tutoring

Undergraduate Admissions Office
(813) 974-3350
www.usf.edu/admission

Undergraduate Student Orientation
(813) 974-3060
www.usf.edu/orientation

Veterans Services
(813) 974-2291
www.veterans.usf.edu
Course Load Reduction

A course load reduction is generally defined as being registered for fewer than twelve (12) hours for undergraduate students, and fewer than nine (9) for graduate students in a given semester. However, individual colleges and/or programs may maintain different standards. SDS approves course load reductions on a semester-by-semester basis, and students are encouraged to arrange this accommodation early in the registration process.

Although SDS may recommend a reduced course load, auxiliary services (such as federal financial aid, personal insurance, non-University sponsored scholarships, etc.) may be affected. Check with these services before registering for classes.

Course Substitutions

Students with documented disabilities may qualify for a course substitution for math or foreign language requirements. Course substitutions apply only to the USF General Education Requirements. To apply for a course substitution, you must:

1. Be registered with SDS for accommodations
2. Present documentation from a qualified medical provider that supports the substitution request
3. Present a written account in your own words of your history with the requested substitution material (i.e. math or foreign language).

Satisfactory Academic Progress (SAP)

Students receiving financial aid are required to maintain a minimum level of academic progress in order to remain eligible for funds. Your satisfactory academic progress status is based on your entire academic record, at all schools attended. Factors considered in determining your SAP status are GPA from USF courses, course completion ratio, and maximum attempted hours.

For full SAP requirements, please visit, http://usfweb2.usf.edu/finaid/other/satisfactory_progress.aspx

SAP is calculated each semester after grades have been recorded to academic history by the registrar. An e-mail notice is sent when you lose eligibility, but may be close to the start of the next semester. A good time for you to check your status is one week after final exams.

To check your Satisfactory Academic Progress in OASIS:

1. Login to OASIS
2. Choose "Financial Aid"
3. Choose "Check My Eligibility"
4. Choose "Check My Financial Aid Satisfactory Progress"

If extenuating circumstances during specific terms of enrollment caused you to not earn all attempted credits, or maintain the minimum USF GPA, you may file a SAP Petition. Petition forms are available on the University Scholarships & Financial Aid Services web site. SDS can make a recommendation in support of a student’s petition, but does not have decision authority.

If you do not maintain Satisfactory Academic Progress, you may lose your financial aid eligibility.
Withdrawal

A student is eligible for a full refund of registration fees when withdrawing from the University during the first week of classes of any term. No notation of the class will be made on the student’s transcript.

Anytime after the end of the Add/Drop period, but before the Withdrawal Deadline, a student may withdraw from a course and receive the notation of “W” (Withdrawn). No tuition fees will be refunded.

If a withdrawal is due to medical reasons, a student may petition for a medical withdrawal to recover fees and remove the course from the transcript and course attempts. See the registrar’s website for appropriate forms and instructions.

Medical Withdrawal

If a student is dropping a class after the first week of a term due to medical issues, the student must first withdraw from the class on Oasis, then petition the Academic Regulations Committee (ARC).

Students do not have to withdraw from all courses – however additional questions/medical documentation may be necessary if a student is only withdrawing from select classes. Poor performance in a course is not typically reason enough for a medical withdrawal.

1. Fill out a fee adjustment form, available at www.registrar.usf.edu
2. Have a physician fill out the ARC medical form, available at www.registrar.usf.edu
3. Deliver items #1 and #2 to the Registrar’s Office

Note: Medical withdrawals as described here applies to USF undergraduate students only. Medical and Graduate students should check with the College of Medicine or Graduate School.

I submitted my petition for medical withdrawal. What happens next?

All withdrawals are processed by the appropriate Academic Review Committee. SDS can make a recommendation in support of a student’s withdrawal but SDS does not have decision authority.

If your petition is denied,

- **YES** fee liability
- **YES** “W” notation on transcript
- **YES** class counts towards attempted classes

If your petition is approved,

- **NO** Fee liability (Funds returned to the source that funded the tuition, i.e. loan, scholarship)
- **NO** notation on external transcript.
- **NO** impact on attempted classes
Emergency Procedures

Broken Elevators
If an elevator becomes inoperable and it is your only method of entry or exit due to a mobility impairment, call the USF Physical Plant Service Desk at (813) 974-2845. Be sure to stress that you are a person with a disability and have no other way to enter or exit the building.

General Fire and Emergency Evacuation Procedures
Never assume that an alarm is a “false alarm.” Treat all fire alarm activations as emergencies until you are instructed otherwise. When an alarm is sounded:

- Immediately evacuate the building via the nearest exit when the fire alarm is activated.
- If unable to evacuate due to a disability, shelter in the area of rescue/ refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Remain outside of the building until the building is released for reentry. Do not restrict or impede the evacuation.
- Convene in the designated gathering area and await instruction from emergency responders or drill volunteers.
- Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/refuge.
- Never assume that an alarm is a “false alarm.”
- Get out of the building!

Contact the USF Division of Environmental Health and Safety at (813) 974-4036 with any questions regarding fire and emergency evacuation drill procedures.

Emergency Evacuation for Persons with Disabilities
As a student with disability, it is important that you develop an emergency evacuation plan in advance. At the start of the semester, identify the emergency exits in your classrooms and residence hall. If you determine that you will need assistance in the event of an emergency or evacuation, discuss your needs with your professors or resident assistant.

Elevators may become inoperable during an emergency. If you find yourself in a situation where you are stranded without access to an evacuation route, follow these steps:

1. Locate an area of refuge, such as a stairway or room with a fire-rated door. Do not obstruct the flow of traffic as people exit the building.
2. Inform your professor, supervisor, RA, or other designated individual of the location you will be waiting at, and instruct them to alert rescue personnel. If no one is available, contact 911.
3. Wait for assistance from emergency responders. If you use a wheelchair, asking an untrained individual to assist in evacuation could lead to injury to yourself or the person assisting you.
4. Indicate your specific evacuation needs to the responder.
Your Rights

Disability Discrimination Complaints

The University of South Florida System (USF System) is a diverse community that values and expects respect and fair treatment of all people. The USF System strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability, age, or genetic information, as provided by law.

It is the policy and practice of the University of South Florida to comply fully with the requirements of the Americans With Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act and all other federal and State laws and regulations prohibiting discrimination on the basis of disability. Complaints of disability discrimination, harassment, or retaliation must be filed with the Office of Diversity and Equal Opportunity (DEO) within 120 calendar days of the incident(s). DEO is responsible for investigating discrimination and/or harassment complaints/allegations.

If you wish to learn more information on your rights, the University’s policies against discrimination and sexual harassment as well as the process for filing a formal complaint contact the Office of Diversity and Equal Opportunity in ADM 172; 813-974-4373 (voice) or on the DEO website, http://usfweb2.usf.edu/EOA/.

You may also file a disability complaint with external Federal Agencies such as:

The Office for Civil Rights. http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html

The Department of Justice: http://www.ada.gov/fact_on_complaint.htm

Have you moved or changed your name? If so, you’ll need to update your voter registration information.

Voter Registration

USF encourages students to complete voter registration forms and become informed about the electoral process. To vote in an election, you must be registered in the state by the book closing date, which is normally the 29th day before each election.

Florida voter registration forms are available in the SDS lobby, and SDS will mail your voter registration form for you if requested.

The Florida Voter Registration Application is used to:

• Register to vote in the State of Florida
• Update your name
• Change your address if you have moved to a new county in Florida
• Replace your defaced, lost or stolen Voter Information Card
• Register with a political party or change party affiliation
• Update your signature

If you move within a county after you have registered to vote, please notify your Supervisor of Elections. You may provide a signed, written notice, call or send an e-mail to your Supervisor of Elections. If you call or send an e-mail, you must also include your date of birth with your change of address. If you are a Hillsborough County resident, contact:

Hillsborough County Supervisor of Elections
601 E. Kennedy Blvd., 16th Floor
Tampa, FL 33602

Exercise your right and vote!
Students with Disabilities Services
University of South Florida
4202 E. Fowler Avenue SVC 1133
Tampa, FL 33620
(813) 974-4309 (813) 974-7337 (fax)

www.sds.usf.edu