DePaul University

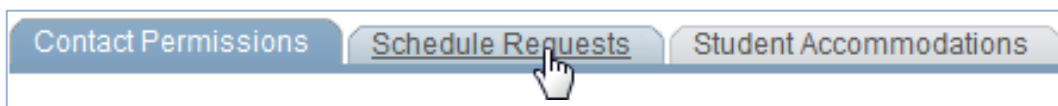# Center for Students with Disabilities
Student Instructions

To access the Students with Disabilities self-service functions, log into **Campus Connect**.

From the **Student Homepage**, select **Student Resources.**

Then, select **Student Services**.

Then, select **Students with Disabilities**.

STUDENTS WITH DISABILITIES PAGE

Contact Permissions   Schedule Requests   Student Accommodations

There are three pages within the Students with Disabilities section of Campus Connect. Use the tabs along the top to move between these pages.

CONTACT PERMISSIONS

The Contact Permissions page allows you to specify with whom the Center for Students with Disabilities (CSD) staff may communicate with on your behalf.

Permissions

The first box allows you to set the duration of the permission. You can choose your preference to give permission for all of your time/years at DePaul, for an entire year, for the current term only, or request that CSD not contact anyone.

Permissions

○ Permission granted for my entire time at DePaul
○ Permission granted for the entire academic year
◉ Permission granted for this term only
○ Do not contact any of faculty, advisors or other contacts

Request Mid-term Grades

You can grant access for CSD to receive your mid-term grades by checking the 'Request Mid-term Grades' box. If checked, CSD can discuss any professor's mid-term concerns with you and assist you in your planning for future success. Please note that you and CSD will both, automatically, receive your mid-term grades if you are a freshman or if you are on academic probation.

Request Mid-term Grades

Granted: ☑

Residence Staff

The Residence Staff Permission box allows you to grant permission for CSD to contact residence hall staff on your behalf.
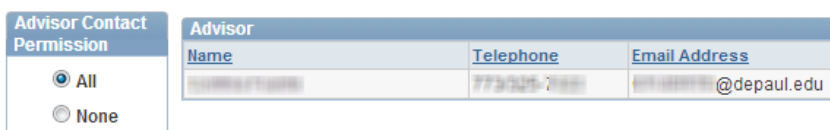
Faculty Contact Permission

The Faculty Contact Permission box allows you to specify permission for CSD to contact **All** faculty or **None** of your faculty. If you have chosen to set permissions for one term only, you can also choose to allow only **Specific** faculty to be contacted. Please note that you *cannot* request a proctored exam from CSD if you have not provided permission to contact the faculty.

Advisor Contact Permission

The Advisor Contact Permission box allows you to specify permission for CSD to contact **All** advisors or **None** of your advisors.
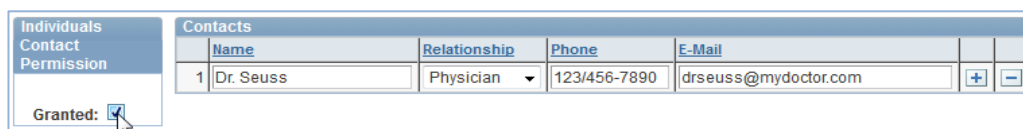
Emergency Contacts

Your emergency contacts will be contacted only in case of emergency, not for academic concerns or support. Emergency contacts are listed, but may not be changed here. To update, go to **Campus Connect** → **Student Homepage** → **Profile** → **Emergency Contacts**
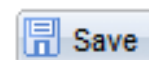
Contacts

The Individuals Contact Permission box allows you to grant the CSD permission to contact individuals. Your contacts may include a parent, therapist, physician, or other support people in your life.   Check and uncheck the **Granted** box to grant or revoke permission. You will add the contact information for these people in the **Contacts** list. Click the **+** button to add a new row to your contacts list for additional names. Click the **–** button to delete a contact. If you do not know the your contact's full contact information, including phone number and email address, list the name, and complete remainder of the information at a later time.

Save

Do not forget to click **Save** at the bottom of the page to save your changes.

SCHEDULE REQUESTS FOR CSD EXAM PROCTORING

Click the **Schedule Requests Tab** to view the Schedule Requests page. If you have accommodations related to testing, this page allows you to request a CSD proctored exam. You can also view your requests and cancel a request, if necessary. Please note that you must allow *at least 5 weekdays* between the request date and the date of the test. If your syllabus states, or your instructor announces in class, that "pop quizzes" will take place, contact CSD at the beginning of the term for special arrangements.

Enrolled Courses

The Enrolled Courses box shows your enrollment for the current term. If you have testing-related accommodations and you have given permission for CSD to contact faculty on the permissions page, you will see the **Request Test** link to the right of each course.

Enrolled Courses

Course Description	Class Nbr	Title	Professor Name	Professor Email	Office Address	Request Test
PSY 215	11333	HUMAN SEXUALITY				Request Test
EDU 25	11519	BASIC TECHNOLOGY LITERACY				Request Test
ENG 328	13225	SHAKESPEARE				Request Test
LSE 380	14210	PHILOSOPHICAL ISSUES IN ED				Request Test
SEC 364	14557	SEC CURRIC/INSTRUCT MTHDS				

Request Test

When you click **Request Test**, a page will open where you can specify the where the exam will take place, including the:

- **date**
- **time**
- **campus**

You will also be shown your testing-related accommodations. Please *uncheck* any of these that *will not* be needed for this particular exam.

Click **Save Request** to save.

Course EDU 25
Professor Jennifer Donelan
Mail Stop Instr Tech Development - #284
Last Upd DtTm 08/17/12 1:16:35PM
Date 10/17/2012   Time 10:30AM   Campus Lincoln Park Campus
Additional Information: I will need a computer.

Student Test Accommodations

	Accommodation	Accomodation Selected
1	Exams in a Separate Room (distraction minimization)	☑
2	Extended Test Time: 1.5x	☑

Save Request   Cancel Request

Requested Tests

This requested test box shows the tests you have requested and their current status.

	Test Date	Start Time	Professor	Course Descr	Scheduled Test Status	View Test Request	Cancel Test Request
1	09/10/2012	2:00PM	Jennifer Donelan	EDU 25	Ready	View Test Request	Cancel Test Request
2	10/17/2012	10:30AM	Jennifer Donelan	EDU 25	New	View Test Request	Cancel Test Request

The **View Test Request** link will show you the time, date and location for the test. The **Cancel Test Request** link will allow you to cancel a request; please note that you must provide a reason for cancelling the test. To reschedule a test, you must first obtain professor approval.

STUDENT ACCOMMODATIONS

The Student Accommodations page provides a list of your current classroom and test-taking accommodations.

Contact Permissions | Schedule Requests | Student Accommodations

Students with Disabilities - Student Accommodations

Name and ID Information

Name	Billy Demon	**Student ID**	0000000
Acad Standing	Good Standing	**Last Enrolled**	2012-2013 Autumn
CSD Status	Active		

Accomodations

Description	Alternate Description	Comments	Last Update Date/Time	by
Testing-Exams in a Separate Room (distraction minimization)			08/20/12 4:51:56PM	CLESLIE
Testing-Extended Test Time: 1.5x			08/20/12 4:51:56PM	CLESLIE

Save