THE DISABILITY & ACCESS CENTER (DAC)

Located in the Keathley University Center (KUC), Room 107

Ph: 615-898-2783

Email: dacemail@mtsu.edu

THE DISABILITY & ACCESS CENTER (DAC)
STUDENT REGISTRATION AND WHAT WE DO

- The Disability & Access Center (DAC) offers services to various types of disabilities for students who make the decision to self-identify and register with our office.

- Examples of the types of disabilities that qualify students for services are:
  - Mental Health (such as anxiety, depression, or PTSD)
  - Learning Disabilities
  - ADD
  - Chronic Illness
  - Visual Impairments
  - Hearing Impairments
  - Autism
  - Mobility-Related Disabilities
  - Traumatic Brain Injury
  - More that may not be listed

RESOURCES WITHIN DAC

- If taking accommodated testing with our office, please find direct link at https://mtsu.edu/dac/test-process-intro.php. Located in KUC 107.

- For technology resources, please find Adaptive Technology Center at https://mtsu.edu/dac/atc.php. Located in Library 174.

- If needing access to adaptive recreation and exercise, please find Adaptive Recreation at https://mtsu.edu/dac/adaptive-rec-center.php.   Located in Recreation Center.

THE DISABILITY & ACCESS CENTER (DAC)
STUDENT REGISTRATION PROCESS

- Once a student is fully admitted into MTSU, the process for registering for the Disability & Access Center (DAC) may begin.

- Getting registered with our office is an easy process which may completed with an online application

- The best way to submit documentation is uploading it along with the online application as listed within point #2 of our registration walk-through page. If you do not have a copy to upload directly, your doctor may fax it to 615-898-4893, or you may bring us a copy to upload for you.

- Once both the application and medical documentation are received, we will then attempt to contact you to set up an intake meeting. This meeting averages around 30 minutes and is where we will work together to help determine appropriate accommodations based on individual needs.

THE DISABILITY & ACCESS CENTER (DAC)
ABOUT THE ACCOMMODATION PROCESS

- The Disability & Access Center offers various accommodations to registered students, providing they do not fundamentally alter the design of a course.

- Accommodations vary case-by-case, as each student is treated individually, based on their needs.
  - Please refer to this page on accommodations for a detailed overview of the interactive accommodation process.

- Examples of common accommodations include:
  - Extra time on exams/quizzes
  - Recording of materials
  - Note taking accommodations (e.g. smart pens, recording of lectures, etc.)
  - Provision of assistive software or equipment

ACCOMMODATION IMPLEMENTATION

- Once our meeting has taken place, you will be emailed the steps on how to request your approved accommodations. If you decline services with office, you will not receive an email.

Steps on implementation below:
  - While you will receive an email of how to request accommodations, you will not be able to request accommodations until the day after the meeting, as the system syncs with your schedule overnight.
  - If you are not registered for classes yet, you cannot request yet. For future class schedules, we traditionally do not open accommodation request implementation until a couple of weeks before each semester starts. Once we do, we send out multiple reminders through emails.
  - Instructors will only receive the approved accommodations, through email, with what you've requested once we verify.   So if you only request 2 of your 4 approved accommodations, that instructor will only receive those 2 accommodations.   Each accommodation that you require for each course must be requested for each course.
  - Once accommodations are requested, you can see if they were emailed through your AIM Portal Profile. You still should have communication with professor about accommodation implementation either in person, verbally, or through email. If there are any concerns about accommodations after communication with your instructor, please contact the DAC.

- If you are a student approved for testing accommodations, you will also receive an email on how to set up testing within the DAC office if your professor cannot provide accommodated testing. If do not have testing accommodations, you will not receive an email.

- If you are a student approved for any alternative texts or software, you will also be emailed an introduction to the ATC.   If you do not receive any services from ATC, you will not receive an email.

THE ADAPTIVE TECHNOLOGY CENTER (ATC)

Located in the James E. Walker Library, Room 174

Ph: 615-904-8550

Email: adatech@mtsu.edu

WHAT IS THE ADAPTIVE TECHNOLOGY CENTER (ATC)?

- The ATC is a campus resource that serves students registered with MTSU's Disability & Access Center (DAC). Our purpose is to help, by technological means, with making sure students' accommodations and equal access are provided.

- For example, the ATC exists to help students get connected to…
  - Alternative formats of academic materials
  - Adaptive software
  - All other relevant forms of access.

WHAT DOES THE ATC OFFER?
(ALTERNATIVE TEXT FORMATS)

- **Alternative Text Formats**: The ATC plays an important role in helping all students gain access to their textbooks and class materials in a way that is appropriate for their individual needs.

- Looking for a digital/accessible version of your textbook?
  - Please begin your search here to find out where you may acquire them: Accessible Textbook Finder.
  - VitalSource , the National Emergency Library and Bookshare are top resources for obtaining digital/accessible versions of textbooks during this remote time.
  - Difficulty finding your book or using the Accessible Textbook Finder tool? Reach out to the Adaptive Technology Center (adatech@mtsu.edu or 615-904-8550) and we will help you identify sources or communicate with the book's publisher.
    - *Note: If contacting the ATC about a book, please provide the book's title, edition, and 13-digit ISBN to ensure we focus on the correct material.*

WHAT DOES THE ATC OFFER?
(ADAPTIVE SOFTWARE)

- Adaptive Software: The ATC offers a plethora of adaptive hardware and software to further equal assess for students. Our most requested software options include:

- **ZoomText**: ZoomText is a screen magnifier that enlarges a portion of the screen and makes navigating a computer less strenuous for those with visual impairments.
  - *Software is available only for Windows computers. Home-use licenses can be granted for students during this transition to distance learning.*

- **Job Access With Speech (JAWS)**: JAWS is a screen reader that will read interactively while you use the computer. JAWS effectively transforms the use of a computer from being a visual experience into an auditory experience.
  - *Software is available only for Windows computers. Home-use licenses can be granted for students during this transition to distance learning*

WHAT DOES THE ATC OFFER?
(ADAPTIVE SOFTWARE, PAGE 2)

- **Kurzweil 3000**: Kurzweil is a reading/literacy program by the company Kurzweil Education that can be used for making materials and documents (e.g., PDFs) accessible due to its built-in optical character recognition (OCR) capabilities. Kurzweil is additionally host to many helpful study tools, including text-to-speech, highlighting and outline creation tools.
  - This software is offered for either Mac or Windows computers. Additionally, there is a web version for those who do not wish to install the software.
    - There are also Google Chrome and Firefox browser add-ons which allow you to use Kurzweil 3000 to read webpages. Setup guide for both browser add-ons here. There is even an iPad app!
    - Accounts for MTSU students are free and may be created here: Kurzweil 3000 Account Creation
      - *Note: You will select MTSU as the "School/Org" and leave "external ID" blank.*
  - Wonderful trainings and getting started tutorials are available at the Kurzweil Academy.

WHAT DOES THE ATC OFFER?
(ADAPTIVE SOFTWARE, PAGE 3)

- **Read & Write Gold**: Read & Write is a reading/literacy program by the company TextHelp. Read & Write (R&W) is also host to many helpful study tools, including text-to-speech, predictive writing and dictionary tools.
  - This software is offered free to our students for either Mac or Windows computers. You can login to the software using your MTSU/Microsoft credentials to access all premium features.
  - This tool also has a Google Chrome add-on which allow you to use Read & Write while working on webpages. Here is how to use the Chrome extension: Read & Write for Google Chrome Tutorial.
  - TextHelp also offers excellent trainings and getting started tutorials here: TextHelp Resources

- **Sonocent Audio Notetaker**: Sonocent is note-taking software which can be used to audio record notes/lectures and is offered to students registered with the Disability & Access Center who are approved of notetaking accommodations.
  - Sonocent is offered for either Mac or Windows computers. Sonocent's Link App is also available for use on either Android or iOS devices.
  - Please contact the Adaptive Technology Center Manger, Chris Magliacano, by e-mail (Christopher.Magliacano@mtsu.edu) or phone (615-494-7705) if you'd like to be invited to use Sonocent. Once your notetaking accommodation is verified, an invite will be sent to you.
    - *Note: The invite will contain tutorials to get you started, as well as all relevant download links.*

ADAPTIVE RECREATION CENTER

- The Adaptive Recreation and Exercise program provides students with disabilities an opportunity to become fit and active. Our professional and qualified fitness staff will work with you to help you reach your goals. Whether it's losing weight, getting stronger, or reaching new levels of independence, you can get there with Adaptive Rec.
  - Located in the Recreation Center
    - Direct Link at https://mtsu.edu/dac/adaptive-rec-center.php.
    - Open Monday-Thursday, 8-4:30 by appointment.
    - Coordinator of Adaptive Recreation – Caleb Paschall – can be contacted via phone at 615-898-5548 or through email at caleb.paschall@mtsu.edu.

QUESTIONS?
WE ARE HERE TO HELP

- If you have any questions about registering with the Disability & Access Center (DAC) or accommodations, please reach out to us in the following ways:
  - Phone: 615-898-2783
  - E-mail: dacemail@mtsu.edu

- If you have any questions about alternative formats or adaptive technology, please reach out to the Adaptive Technology Center (ATC) in the following ways:
  - Phone: 615-904-8550
  - E-mail: adatech@mtsu.edu

- If you have any questions about the Adaptive Recreation Center, please reach out to Caleb Paschall in the following ways:
  - Phone: 615-898-5548
  - E-mail: caleb.paschall@mtsu.edu

MT Disability and Access Center
MIDDLE TENNESSEE STATE UNIVERSITY