

# Student Disability Resource Center's Fall 2009 Newsletter

## Early Registration - Why It's Essential

### Important Fall Dates

August:

17- Fall Classes Begin

17-20 - Drop/Add

October:

12- Last Day to Drop w/out Academic Penalty

16- Deadline to Schedule for Regents Exam

19-23—Early Registration

22,23, 26-28—Regents Exam

November:

30- Deadline to Schedule Final Exams (before 5pm)

December:

7-10- Final Exams

11- Commencement

Students served by the SDRC have one opportunity that no other Georgia Southern students enjoy - Early Registration (ER). We have provided ER for over fifteen years, and for that entire period of time it has been praised as the best service we provide our students.

In recent years, we have also been able to show that ER has a positive impact on grades. Given all of this positive feedback, why would you not take advantage of this opportunity?

Need more convincing? Early Registration offers you the opportunity to sleep all night - instead of waking up at 3:00 am to register. Want to plan a schedule around doctor's visits? We can do that. Can't get up for those 8:00 am classes? We can

help there too. Tired of not being able to get the classes you need? Registering a week ahead of everyone else eliminates that hassle in your life.

With participation in ER, you get classes that fit your individual needs, and your registration is done by an experienced professional with first-hand knowledge of classes and professors. No more guessing or hoping for the best from Pick-A-Prof.

Check your GSU e-mail for directions or call us at 912-478-1566.

Please visit our website:

<http://students.georgiasouthern.edu/disability/>

## Regents' Exam

The Regents' Exam is a basic skills test (reading and writing). If you are served by the SDRC, you are eligible for accommodations on all parts of the exam.

You will be notified through your Georgia Southern email when you have been registered for the exam, and the deadline

for requesting accommodations with the SDRC. You are required to take the exam your first semester enrolled.

When you receive an email from the SDRC, call and talk with the test proctoring coordinator at the SDRC to set up

accommodations for the exam and schedule your exam time.

## Test Proctoring Procedures

**Meet** with your professors as soon as possible to discuss your accommodations

**Discuss** with your professors where and when you will take your exams

**Remind** your professors about your accommodations when the exam is **first announced**; give them at least **two days notice** to send your exam to the SDRC

**Schedule** your exams at the SDRC at least **24 hours** in advance of the exam; this means before 5:00 pm the day before the test; messages left on voice mail after 5:00 pm will not be considered 24 hours notice; **final exams** must be scheduled at least **one week** before the first day of finals; tests must be taken at the same time/day as the class unless other arrangements have been made with the professor at least 24 hours in advance of the exam

**Show up** on time to take the exam; if you are late, that time will be deducted from the time you're allowed for the exam; if you are more than 30 minutes late, you will not be allowed to take the exam until/ unless we receive written permission from the professor

**Study in advance**; appointment time is test time; do not arrive at the SDRC at test time expecting to study; you will not be allowed to do so.

## Technology Shift in Test Proctoring

The testing lab at the SDRC will **no longer use** Kurzweil or Wynn software programs for any scan and read testing requirements. The software provided by AMAC far surpasses any programs for students requiring accommodations for print related disabilities.

Training for AMAC is available to students with accommodations who require tests to be scanned onto disks so that the information can be seen and heard simultaneously or so that the information can be read back to the student offering an opportunity to hear and correct errors.

If you desire to have additional training with AMAC please call Carol and set up an appointment to schedule a time for this training with Bill Locklear.

## SDRC's on YouTube

The SDRC is now releasing informational videos through YouTube. Currently, there is a welcome/introductory video for new students and an early registration message on our YouTube channel. We plan on adding more in the near future. We'd like your feedback as to what you'd like to see! E-mail me at [rjcoskrey@georgiasouthern.edu](mailto:rjcoskrey@georgiasouthern.edu) if you have an idea for a video you'd like to see.

Expect a video on our Alternative Media Access Center (AMAC) and one on the new Iphone Accessibility apps in the coming semester. You can access our YouTube channel through the SDRC website.

## Sign Language Interpreter, Jane Griffith

There is a fact about SDRC that many folks may not know: Did you know that we have a Sign Language Interpreter (ASL) on board? That's me, Jane Griffith. This means that students who are Deaf or hard of hearing may attend classes at GSU and gain full access to everything through an interpreter fluent in ASL (American Sign Language).

Although this is no secret here at SDRC, many people don't think about access for the Deaf until they see an interpreter working in the classroom or elsewhere on campus. There-fore I wanted to add this note to our news letter asking that anyone reading this who has Deaf family, friends or acquaintances please let them know about our services for the Deaf and hard of hearing here at GSU!

Deaf folks can contact me for more information on Video Phone at 912-681-0666 or regular phone at 912-478-1566. We look for-ward to meeting any people who are Deaf or just those interested in our Sign Language Interpreter services here at Georgia Sothern's Student Disability.

Jane encourages all students to stop by her office and say hello. If there is a word you'd like to learn in sign language, come by and ask!



Jane Griffith is a licensed Sign Language Interpreter and an SDRC staff member

## Testing Dates/Deadlines

### Regents' Test

### Deadline to Schedule

Thursday, October 22  
 Friday, October 23  
 Monday, October 26  
 Tuesday, October 27  
 Wednesday, October 28

Friday, October 16 at noon

### Final Exams

### Deadline to Schedule

Monday, December 7  
 Tuesday, December 8  
 Wednesday, December 9  
 Thursday, December 10

Monday, November 30 at 5:00

**Final Exam Note:** Since the SDRC has only a limited number of testing rooms available, it is very important to schedule your final exams as early as possible. Final exams must be scheduled at least one week before the first day of finals. It is a good idea to schedule them as soon as you know the date; it is usually on your syllabus. Tests must be taken at the same time/day as the class unless other arrangements have been made with the professor at least 24 hours in advance of the exam.

## Carol Smith, Administrative Secretary

I joined the SDRC in July with great anticipation of what would be the beginning of a whole new career; a career where I could switch my years of experience serving customers in the corporate world to serving students, parents, faculty, and staff in the academic world. I have learned that “service”

transcends both worlds and I am very happy to be serving the students at the SDRC.

We all here share the same goal of helping students achieve their goals — to see you blossom into productive adults. Each student I have had the pleasure of meeting has been very courteous and grate-

ful for the assistance they are able to receive in this department. I want each of you to feel welcome and to know you are always able to stop by my office not only to make an appointment, but to say hello.

## What the Heck is a CRN Number?????????

A CRN is a 5 digit number that corresponds with a specific course on campus. You’ll need to provide your SDRC counselor your CRN numbers to participate in Early Registration. Many students confuse the course number with the CRN number. A step by step guide on what exactly a CRN is and how to locate them is available on our website: <http://students.georgiasouthern.edu/disability/howto.htm>

## Notice to Students in Clinical Placements or Field Experiences

If you are served by the SDRC and your major requirements included participation in a field experience or a clinical placement, you need to schedule an appointment with the SDRC director a full semester in advance to discuss accommodations.

Typical classroom accommodations such as additional time or a quiet room do not transfer into these

settings but, there may be other supports that we can put in place for you.

Scheduling your appointment early to discuss accommodations in these settings gives us time to work with professors and clinical instructors and get logistics in place.

Many times, the proper accommodations in clinical settings can make the

difference between success and failure - so if you are an Education or Nursing major (or other clinical program) set up your meeting today.

SDRC’s

YouTube

Channel

[www.youtube.com/user/xSDRCx](http://www.youtube.com/user/xSDRCx)