Note from the Director

Welcome!

Hard to believe we are in week 7 of the semester. I hope the first few weeks of school have gone well for you. I encourage you to take a few minutes to read this edition of our new E-Newsletter which has important and relevant information to assist you throughout the year.

Wishing you a successful academic year.

Priscilla F. Levine, LCSW
Director

New Policies & Procedures

Two new policies and procedures are taking effect at the DSS Office this year. Please do not hesitate to contact the staff if you have any questions.

-RFB&D: For those of you who have books on tape as an accommodation, the DSS Office will no longer be carrying a membership. Students are now able to register with RFB&D individually, for free, and order any available books. In order to register you must bring in your paperwork for DSS authorization. Please contact DSS to set up a time to authorize your paperwork.

-Proctoring of exams: As of spring 2010 many faculty are proctoring DSS exams. If you are not clear whether DSS or your faculty member should proctor your exams please contact DSS to discuss this in further detail.

Accommodation Forms

Accommodation Forms must be completed for each class. DSS must approve and stamp your Accommodation Forms before you present them to your professors. Once your professor has signed your forms, it is your responsibility to return them to the DSS Office. You are still able to complete your Accommodation Forms and are encouraged to do so as soon as possible.

AHEAD
The DSS Office follows the AHEAD (Association of Higher Education and Disability) guidelines related to disability and post secondary education. You can find more information at www.ahead.org

CAPED Scholarships
CAPED (California Association of Post Secondary Education and Disability) provides scholarships to students who have been identified with a disability at the post secondary level. You can find more information at www.caped.net

Fall 2010 Schedule

- Oct. 15—Autumn Day/No Classes
- Nov. 5—Last day to withdraw from classes & apply for credit/no credit grading
- Nov. 12—Priority Registration begins for Spring 2010
- Nov. 24-26—University Closed/No Testing
- Nov. 29-Dec. 3—Completed proctoring forms for Finals are due!
- Dec. 13-17—Finals Week

Spring 2011 Schedule

- Jan. 10—Classes Begin
- Jan. 10-14—Please visit the DSS office to complete your accommodation forms
- Jan. 14—Last day to Add/Drop classes for 100% tuition refund
- Jan. 17—University Closed/No Testing
- Feb. 28-Mar. 4—Spring Break/No Classes
- Mar. 18—Last day to withdraw from classes & apply for credit/no credit grading
- Mar. 31—University Closed/No Testing
- Apr. 8—Priority Registration begins for Fall 2011
- Apr. 11-15—Completed proctoring forms for Finals are due!
- Apr. 20-22—University Closed/No Testing
- May 2-6—Finals Week
Meet the New Staff & Graduate Assistants

You may have noticed that there are some new faces in the DSS Office this year. Due to the increase of students who are registered with DSS, we have increased the size of our staff to better assist all of our students.

In June, Natalia Cordero was hired as the new Administrative Assistant. She is a full-time staff member who serves as our department’s expert in Assistive Technology and oversees the exam proctoring process. Natalia graduated from LMU this past May with a Bachelor of Arts in English/Writing Emphasis, Minor in Art History and Pre-Journalism Certificate. As a graduate of LMU she is excited to give back to LMU from which she feels she has received so much.

We also have two new Graduate Assistants working in our office this year; Kenna Thomas and Nora Kayserian. Kenna is a first year graduate student in the School of Education pursuing a Masters in School Psychology with a Pupil Personnel Services Credential. Kenna graduated this past June from UC San Diego where she earned a Bachelor of Arts in Communications and Psychology. She hopes to get to know as many students as possible and to convince them to study abroad.

Nora is a second year graduate student in the School of Education pursuing a Masters in Counseling with a Pupil Personnel Services Credential. Nora received a Bachelor of Science in Psychology from UCLA in 2007. She is looking forward to meeting new people and helping students to have an enjoyable school year.

If you have not yet had the chance to introduce yourself to our new staff members, please make some time to stop by and say hello.

Assistive Technology at DSS

The DSS Office prides itself on the different assistive technologies we provide to our students. Keeping up with new versions that are created yearly, DSS has many different technologies our students may utilize including Dragon NaturallySpeaking, ZoomText, Kurzweil 3000, JAWS (Job Access with Speech), and Inspiration. Here is a brief overview on the different technologies available.

-Dragon NaturallySpeaking is a speech recognition program with three primary functions: dictation, text-to-speech, and command input.
-ZoomText is a screen magnifier program designed for visually-impaired individuals.
-Kurzweil 3000 is a comprehensive reading, writing and learning software solution for any reader.
-JAWS is a screen reader for visually impaired users
-Inspiration is a visual learning and thinking software that is used to help build graphic organizers.

A new change that comes with assistive technology this year is the availability of certain programs in the library. For a comprehensive list of where these programs are available or for further information, please contact the DSS Administrative Assistant, Natalia Cordero.

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DSS MISSION & GOALS:
Loyola Marymount University’s Disability Support Services (DSS) Office provides specialized assistance and resources to enable students with physical, perceptual, learning, ADHD and/or psychological disabilities to achieve maximum independence while pursuing their educational goals. Services are offered to students who have established disabilities under federal and state law.

QUESTIONS/COMMENTS?
If you have any feedback regarding the newsletter, please send it our way. We’d love to hear from you!

We’re on the Web!
www.lmu.edu/DSS