Note from the Director

Welcome! It is hard to believe that summer is over and we are starting the 2011-2012 academic year. I hope you enjoyed your break. I encourage you to take a few minutes to read this edition of our E-Newsletter which has important and relevant information to assist you throughout the semester and year.

Feel free to come by the DSS Office to say hello and let us know how you are doing. We are here to assist you.

Wishing you a successful semester!

Priscilla F. Levine, LCSW  
Director

DSS Coordinator Receives Masters Degree

The DSS Office is proud to announce that one of their own is a new graduate of LMU. DSS Coordinator Elmira Melgoza graduated from LMU’s School of Education this past spring semester. Melgoza received her Masters of Arts in Counseling with a Pupil Personnel Services (PPS) Credential. A PPS Credential gives Melgoza the authority to work in any K-12 school setting as a school counselor, however, Melgoza wanted to assure everyone that she has no plans of leaving the DSS Office in the near future. “I’m just looking forward to working more closely with the students,” said Melgoza. “I like knowing that I’m going to be more available for them during the days rather than being off at internships.” To earn the PPS Credential, Melgoza was required to complete 600 internship hours at two different school sites. This caused Melgoza to be at other schools during portions of the day and work later hours in the DSS Office.

Enrolling at LMU has assisted Melgoza in gaining a first-hand perspective on what it means to be a student on this campus. “I earned my bachelor’s degree from a larger university where classes had hundreds of students enrolled,” stated Melgoza. “Participating in classroom discussions, working on group projects and knowing my professors were all new experiences for me.”

Melgoza, who has been employed at LMU for the past 10 years, the last three which have been spent in the DSS Office, has always wanted to be a student at LMU. “Growing up in the area, LMU was always the ‘castle on the hill’ for me. All my life I told my family that I was going to graduate from LMU,” shared Melgoza “and now I finally did!”

Pictured above: DSS Coordinator Elmira Melgoza on graduation day, May 8, 2011.

Fall 2011  
Issue 3

Fall 2011 Schedule

- Aug. 29—Classes Begin
- Aug. 29-Sept. 2—Visit the DSS Office to complete your accommodation forms
- Sept. 2—Last day to Add/Drop classes for 100% tuition refund
- Sept. 5—University Closed/No Testing
- Oct. 14—Autumn Day/No Testing
- Nov. 4—Last day to withdraw from classes & apply for credit/no credit grading
- Nov. 11—Priority Registration begins for Spring 2012
- Nov. 23-25—University Closed/No Testing
- Nov. 28-Dec. 2—Completed proctoring forms for Finals are due!
- Dec. 12-16—Finals Week

Spring 2012 Schedule

- Jan. 9—Classes Begin
- Jan. 9-13—Please visit the DSS office to complete your accommodation forms
- Jan. 13—Last day to Add/Drop classes for 100% tuition refund
- Jan. 16—University Closed/No Testing
- Feb. 27-Mar. 2—Spring Break/No Classes
- Mar. 16—Last day to withdraw from classes & apply for credit/no credit grading
- Apr. 9—Priority Registration begins for Fall 2012
- Apr. 16-20—Completed proctoring forms for Finals are due!
- Apr. 30-May 4—Finals Week
As mentioned in our previous issue, the Career Development Services Office (CDS) offers career and internship counseling in the DSS Office once a month. Students can sign up for a 30 minute session by contacting the DSS Coordinator, Elmira Melgoza. The dates for the 2011-2012 academic year are as follows:

- September 26th - 1:00-3:00pm
- October 24th - 1:00-3:00pm
- November 21st - 1:00-3:00pm
- January 30th - 1:00-3:00pm
- February 20th - 1:00-3:00pm
- March 26th - 1:00-3:00pm
- April 16th - 1:00-3:00pm

Bookshare

Bookshare is an online accessible digital library for individuals with a print disability that consists mainly of Braille and Digital Accessible Information System (DAISY) format. DAISY Format is accessible on many adaptive player devices and reading software including Kurzweil.

If you are interested in exploring and signing up for Bookshare, it is located online at [http://www.bookshare.org](http://www.bookshare.org). If you need any assistance in getting an account set up, please feel free to stop by the DSS Office to see the DSS Administrative Assistant, Natalia Cordero, for assistance.

DSS Scanning Station

This year the DSS Office would like to invite you to try our scanning station. The purpose of this scanning station is to give you the opportunity to scan your textbooks into Kurzweil 3000 (a comprehensive reading, writing and learning software) on readings from your textbooks. It is our hope that this enhancement will help you to easily access your readings. The scanning station is to be used on textbooks that you, yourself, have purchased. In order to guarantee this, we ask that you keep the receipt on whatever books you have purchased, as we are going to need a copy of it. If you are interested in using the scanning station, please feel free to stop by the DSS Office to see Natalia Cordero, the Administrative Assistant, so that she may demonstrate how the station works and to get all the proper forms filled out. We look forward to showing you the scanning station and seeing how it benefits your studies.

CDS Counseling

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Educational Testing Services (ETS)
Many of you will be taking the GRE, GMAT, PRAXIS, TOEFL, or some other high-stakes examination this year. To help you prepare more effectively, the Office of Disability Policy at Educational Testing Services (ETS) has developed a brochure, “Tips for Test Takers with Disabilities.” This brochure can be found on the ETS Office of Disability Policy website at: [www.ets.org/disabilities](http://www.ets.org/disabilities)

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

Student Testimonials
Are you interested in sharing your experiences with DSS? The DSS Office is looking for interested students to provide testimonials about the services or support they have received from DSS. We are looking for students who may want to write a short statement about their experiences, (it could be with your name or anonymous), or students who are interested in being taped talking about the department. These testimonials may be used for future news letters or other DSS related publications. If you are interested, please contact Elmira Melgoza, DSS Coordinator, at (310) 338-1854 or by email at emelgoza@lmu.edu.

Accommodation Form Reminder
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 encouraged to complete your Accommodation Forms as early in the semester as possible.