HOW TO REGISTER WITH DSS

• Initiate the registration process by calling or visiting the DSS office or by submitting an application along with documentation of your disability.
• If you have questions about documentation, you can contact the DSS office or review the documentation guidelines found on the DSS website.
• You will be contacted by a DSS specialist to schedule a meeting for a personal interview to discuss your disability, reasonable accommodations and support services.

AFTER YOU ARE REGISTERED

• At the beginning of every term, pick up your memos from the DSS office. Memos document your registration and specify your approved accommodations.
• Give your memo to each of your professors as early as possible each term and take the time to privately discuss your accommodations. Your DSS specialist is available to assist both you and your professors in implementing accommodations as they relate to specific course or program requirements.
• Maintain regular contact with your DSS specialist each term to discuss your academic progress. Your DSS specialist can refer you to other resources if/when needed.

CONFIDENTIALITY

Disability Records are confidential, maintained in the DSS office and are protected as an educational record under the Family Educational Rights and Privacy Act (FERPA). Disability-related information may be disclosed on a limited, need-to-know basis in order to provide accommodations and services with the permission of the student or as otherwise permitted under the university’s student records policy.

TESTING SERVICES CENTER

Administration Building, Rooms 228
t. 410-704-2304
t. 410-704-4099
www.towson.edu/testing

Hours: Monday – Thursday, 8 a.m.-5:30 p.m.
Friday, 8 a.m.-1:30 p.m.

The Testing Services Center provides testing accommodations for students registered with Disability Support Services. All tests are proctored to ensure academic honesty.

Services Include:
• Extended Testing Time
• Reduced Distraction Testing Spaces
• Computers
• Reading and Writing Software
• Other Assistive Technology, as appropriate

Disability Support Services At Towson University
OVERVIEW OF SERVICES

Disability Support Services (DSS) at Towson University works with students with various disabilities and some temporary impairments that substantially limit one or more major life activities, as appropriate. The DSS staff is available to answer questions concerning accommodations and services as well as to provide information about other resources on and off campus.

DSS works with disabilities such as:
- Learning Disabilities
- Attention-Deficit/Hyperactivity Disorder
- Mental Health Disabilities
- Autism Spectrum Disorder
- Brain Injuries
- Physical/Mobility and Medical Disabilities
- Vision and Hearing Impairments

DSS works with students to determine and facilitate reasonable accommodations based on documentation and a personal interview. Students are encouraged to register with DSS as soon as possible after admission to the university to ensure timely provision of services. DSS encourages new students to maintain regular contact with our office, especially during their first year. This contact provides the opportunity for DSS staff to guide students and to work with them proactively to address any issues that may arise.

ELIGIBILITY AND DOCUMENTATION GUIDELINES

Students must submit documentation that meets DSS guidelines and verifies eligibility under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Under the ADA a “person with a disability” is someone with a physical or mental impairment that substantially limits one or more major life activities. A diagnosed condition alone does not necessarily qualify an individual for accommodations. The documentation must also support the need for accommodations and/or services.

Documentation should be up to date and should be completed by a professional who is qualified to make the diagnosis. It should identify the disability, describe its current impact and address how the impairment substantially limits a major life activity. It is recommended that the documentation describe the individual’s current or past accommodations, support services and medications, as well as any recommendations for accommodations in a college setting.*

The documentation provided will be reviewed as part of the collaborative process with the student. During a personal interview, consideration will also be given to the student’s self-report, strengths and needs, academic experiences and current program of study, as well as his or her ideas regarding accommodations.

*Please Note: DSS does not offer diagnostic testing or content tutoring but does make referrals.

REASONABLE ACCOMMODATIONS

In the context of higher education, reasonable accommodations are modifications or adjustments in the academic environment that enable a qualified student with a disability equal access to the university’s programs, courses, services and activities.

Providing accommodations does not compromise the essential elements of a course or program, nor do they weaken academic standards. Accommodations simply provide an alternative way to accomplish the requirements by eliminating or reducing disability-related barriers and providing a level playing field.

Through an interactive process, DSS works closely with the faculty, staff and students to implement the provision of accommodations. Accommodations are determined on a case-by-case basis and may include priority registration, testing accommodations and use of the Testing Services Center, note-taking assistance, interpreting services, alternative formats for printed materials, assistive technology, para-transit registration and internship accommodations. DSS also offers short-term help with organization and study skills, disability consultation and advocacy assistance, help with course load and selection as well as information and referral services.*

In reviewing the accommodation requested by the student or recommended by an evaluator, DSS may need to consult with faculty and/or may find that the accommodation is not appropriate given the requirements of a course or program. DSS may propose an alternative accommodation that would be appropriate for the student, but which neither the student nor evaluator has requested.

*Please Note: DSS does not offer diagnostic testing or content tutoring but does make referrals.