

Detailed Letter of Instructions:

How to Activate My Services

Greetings DSS Student!

The following is very IMPORTANT information about activating your DSS services for the current (or coming) semester/ term. This will be the same process for all the future semesters/ terms you will need accommodations at Cal Lutheran.

Read the following carefully for the details of this process, and note that DSS will email you a brief version of this letter to refer to once you are officially registered.

Instructions: (Read over all the steps before beginning!)

1. You MUST send an individual email with 2 specific PDFs attached to every professor whose class you wish to utilize your accommodations in. It is VERY strongly advised for you to activate your semester accommodations right before the new semester begins or at least within the first 2 weeks of the new term.
2. You MUST CC DSS to these same emails so that we have confirmation that you have contacted each of your professors. IF YOU FAIL TO DO THIS each SEMESTER YOUR ACCOMMODATIONS WILL NOT BE ACTIVATED. The DSS email is: DSS@callutheran.edu.
3. Attach 2 specific PDFs to the emails to the professors, and DSS will email these documents to you along with the brief version of an instructional letter. One PDF is your Letter of Accommodations (LOA), which states the specific accommodations you are eligible for through DSS. The second PDF is the "DSS Note to Faculty", which contains general information for your professors.
4. You should send out individual emails to each of your professors, please do not send one mass email to every professor whose class you are in that semester. You should also include a brief introduction in the body of the email explaining to each professor who you are, what class you are in, and what the forms you are attaching signify. Do not simply send a blank email to your professor with the two documents attached.
5. You need to send the activation email even if you have had the same professor previously. If you have the same professor for multiple courses, you only need to email them one time, but be sure to mention each class you are in when sending the message.

6. With this process, your professors do not need to sign anything, but it does mean you are still responsible to be sure they receive your message. If they do not respond to your email within a few days, you should go speak to them.
7. DSS staff will reply to the CC'd emails you sent. This will confirm you are activated. If you do not receive our confirmation email within a few days, contact us right away!
8. Also, this means that you will not need to meet with the DSS coordinator each new semester/term unless DSS contacts you specifically about this or unless you just need to discuss a situation with the coordinator. Please always feel free to call DSS and schedule a meeting at 805-493-3464.
9. After you activate your DSS services through this process, you can submit request forms for note takers, testing accommodations, books in alternative formats, etc. as long as you are eligible to receive those accommodations. Continue reading to get the instructions on how to submit those forms. If they are not addressed below, and you have a question how to be certain they are set-up, please contact DSS.
10. It is a good idea for you to review your own Letter of Accommodation (LOA) every semester and to reread the letter from us to your professor, which contains valuable information regarding testing and note-taking accommodations.

Testing Accommodations:

If you are approved for using testing accommodations, you will need to submit a Testing Accommodation Request Form at least 1 full week prior to regular exam and quiz dates for which you need to take in our office. **Exception to one week deadline:** All requests for proctored exams occurring during the Traditional Undergrad Finals Week will need to be submitted by the deadline date posted on the DSS website each semester/term. You submit the form online and there is nothing you need to ask your professor to sign; however, you should still let your professor know you are submitting the Testing Accommodation Request Form to our office so they will be on the lookout for the communication from our office to the professor! Further below in this message explains where to find this form.

Note Taking Services:

If you are approved to receive note takers, you will need to submit a note taker request for each class you need it for. You **MUST** first have activated your DSS services, which the first part of this email discussed. After activating DSS services for the semester, then you can submit the Note Taker Request Form. You choose which course(s) you need to use this accommodation in if it is one of your approved ones.

Both the Testing Accommodation Request Form and the Note Taker Request Form are located on the DSS website. If you are approved for books in alternative format accommodations, you will find this request form in the same area of the website. Remember to submit to DSS copies of any book receipts for each book you need to request in an alternative format.

Go to www.callutheran.edu/disabilities and click on the “DSS Forms and Resources” link. Scroll down to find the forms! You would simply click on the form you need, and a new window will open up with the form ready for you to fill in and submit!

If you have any questions please do not hesitate to contact our office. I hope you have a great day!

Thank You,

DSS Staff

Disability Support Services (DSS)

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