



# The Office of Accessibility Newsletter

## Welcome!

WHERE DID THE SUMMER GO!? I find myself asking that same question as the Fall Semester quickly approaches!

I hope all of you enjoyed the summer months. Many of you took classes during the summer to catch up or to get ahead for upcoming semesters. Many of you took jobs, while some of you took the summer off to play. Whatever you did over the summer months, I hope your summer was everything you wanted/needed it to be.

We have exciting things going on in The Office of Accessibility, including introducing you to our new disability specialist. Her name is Latesha Bigford! We are very excited to have Latesha at The University of Akron. Feel free to stop in and say Hi, she would love to meet you!

As a reminder, classes begin August 25th. It's a great idea to meet with your disability specialist early in the semester to make sure your accommodations are in place and you're ready to go. The Office of Accessibility is one of the many resources available on campus to assist you with your classes.

We want you to feel comfortable walking into the Office of Accessibility; we are there for you. Remember, you are the person who makes it all happen. Let us be there with you as you meet the challenges of a new semester.

Take care of yourselves and be kind to each other. We look forward to seeing you this year,

Sincerely,  
Kelly Kulick  
Director  
Office of Accessibility

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## Get Involved with the OA!

### Join Peer Assistance and Support for Success (PASS)

The Office of Accessibility is interested in YOUR success and wants to help you achieve your academic goals. Please sign up for the Peer Assistance and Support for Success (PASS) program today!

With PASS, you will receive:

- ◆ A one-on-one relationship with a peer mentor from the Office of Accessibility
- ◆ Ongoing support and meetings throughout the semester
- ◆ Tips for learning, organizing, and studying
- ◆ Help with accessing campus resources



Please contact Jessica DeFago with questions or to sign up for the PASS program. She can be reached by phone at (330) 972-7928, by email [jld4@uakron.edu](mailto:jld4@uakron.edu), or in person in Simmons 105.

### Attend Disabilities Awareness Week

Mark your calendars! The Office of Accessibility will be holding its annual Disabilities Awareness Week on the following dates:

November 3-7, 2014

Check back for more information and updates on events!

## Welcome to the OA, Latesha and Kait!

Please help our office give a warm welcome to two new staff members of the OA:

### Latesha Bigford

Latesha is a Disability Specialist and Service Coordinator for the Office of Accessibility. She is a Certified Rehabilitation Counselor (CRC), specializing in serving individuals with disabilities in higher education settings. Latesha holds a Bachelor of Science Degree in Psychology from Michigan State University and a Master of Arts Degree in Rehabilitation Counseling from Wayne State University.

### Kaitlyn (Kait) Jackson

Kait is the Graduate Assistant at The Office of Accessibility. She has a Bachelor's of Science in Community Programs for Americans with Disabilities from Slippery Rock University. Kait is currently a graduate student at The University of Akron in the Clinical Mental Health Counseling program. She has 5 years of experience working with adults and children with disabilities in educational and community settings. She works as the Notetaker Coordinator and as an advocate for students with disabilities as they pursue their academic goals in higher education.

.....If you see them around, make sure to say hello!

## Communicating Effectively with Your Instructors

Building relationships and maintaining communication with your college instructors is very important to your college success. It can help you stand out among your peers, become more invested in your academics, and may even get you a recommendation letter later in your career! Read below for some more tips on how to communicate effectively with your professors at The University of Akron:



- ◆ Personally introduce yourself on the first day of class
- ◆ Make an appointment—instructors are required to have office hours so stop by their office or make an appointment to tell your professor more about yourself or to ask about an assignment
- ◆ Address them appropriately by their title—“Dr.,” “Mrs.” “Mr.” Many instructors will inform you at the beginning of the semester which they prefer.
- ◆ Learn how your professor prefers to communicate—some professors don't check voicemails and some only check their e-mail once a week. Learning how your professor communicates will ensure you the quickest response possible.
- ◆ Don't hesitate to ask for help when you need it. Professors may be more eager to help you if they know you have an interest in the course work and doing well.
- ◆ Let your instructor know as soon as possible if you will be taking a vacation, have an appointment, or have any other event that might cause you to miss class.
- ◆ Compose appropriate e-mails that address your instructor by their correct title, have no spelling errors, and don't contain excessive colors, crazy fonts, or emoticons. Also, be sure to re-read before sending.

## Important Reminders

### Testing in The Office of Accessibility, Counseling Center and CBA&E:

- ◆ If you have an alternative testing accommodation and are testing in the OA or the Counseling Center, please remember to schedule your test at least **4 business days** prior to the day you would like to take the test. Tests can be scheduled by the student through the STARS website, <https://andes.accessiblelearning.com/Akron/>, under the Alternative Testing tab. For assistance in scheduling tests, please contact our office.
- ◆ If you are taking a test in the Computer Based Assessment and Evaluation center, you must confirm with the instructor at the beginning of the semester that they will be using their exam accommodations. You will also need to provide CBA&E with a copy of your accommodation letter. Accommodation letters may be printed from STARS.
- ◆ Due to the large volume of testing accommodations, some students may find that their testing location has been moved to the Counseling Center-Testing Services. If you are one of the students whose testing location has been moved, you will be notified by your Disability Specialist. If you have any questions or concerns regarding your testing accommodations, please contact your Disability Specialist.

### Request your accommodations:

- ◆ Make sure to request your accommodations at least **1 week prior** to the beginning of classes for the upcoming semester.
- ◆ If you are receiving transcribers or interpreters as an accommodation for next semester, it is recommended that you submit these long term transcriber and interpreter requests at least **six weeks prior** to the beginning of the semester.

### Notetaking accommodations:

- ◆ If you are utilizing notetakers as an accommodation this semester, please remember to only request notetakers for courses in which they will be needed. This does not include out of classroom experiences (labs, online, recitations, etc.). Please contact the Notetaker Coordinator at [oaga1@uakron.edu](mailto:oaga1@uakron.edu) if you need assistance.

### Order your textbooks:

- ◆ Make sure you order your textbooks before classes start so you can be prepared for your first day of classes.
- ◆ If you receive Alternative Format for your texts, sign the AT Contract in STARS and show proof of purchase for alternative media.

## Important Dates

**August 25, 2014**  
Fall Semester 2014  
classes begin

**September 1, 2014**  
Labor Day Holiday-  
University Closed

**October 13, 2014**  
Spring 2015  
registration begins

**November 27-30,  
2014**  
Thanksgiving Recess

**December 7, 2014**  
Final Instructional  
Day for Fall 2014  
classes

**December 8-14,  
2014**  
Finals Week

**December 12-13,  
2014**  
Fall 2014  
Commencement

## Tips for Managing your Time!

With so many classes, homework, part-time jobs, and extracurricular activities, many students struggle keeping everything balanced in their daily schedules. With these 7 tips, you can minimize the stress and have a great, successful semester!

1. **Be Organized**—Use planners, to-do lists, and keep your workplace clean!
2. **Plan Ahead**—Notice when you have tests, assignments, or work, and plan time to complete all your tasks in advance. Schedule it, and it will happen!
3. **Prioritize Your Tasks**—Do the tasks that need to be done immediately. Getting your nails done is not as important as studying for the test you have tomorrow.
4. **Avoid Overload**—Include time in your schedule for relaxing, sleeping, eating, exercising, and socializing. They are all important in keep up your self care.
5. **Practice Effective Study Techniques**—Keep a quiet, distraction free environment to study, and use buddies if you think it will help!
6. **Be Able to be Flexible**—Unexpected things always happen. Know how to rearrange your schedule if something comes up.
7. **Have a Positive Vision**—Don't forget the "Big Picture." Know what is important to you and your long term goals. Most importantly, Stay Positive!

## Work Study Position Available!

### Position:

Student Office Assistant in the Vice President for Student Success Department located in Buchtel Hall room 202

### Salary and Hours:

\$8 with yearly performance based raises. 6 – 20 hours depending upon availability.

### Job description:

Assistance is needed for the front desk reception. Duties will include, greeting visitors to the office\*, answering phones, making copies, sending faxes, on-campus errands, and other various activities related to the Vice President for Student Success activities and functions on campus. \*(The Vice President for Student Success and central office members are in an office complex that also houses offices for the Associate Vice President for Inclusion and Equity/Chief Diversity Office.)

### Desired skills and qualifications:

Computer skills with Word, Excel; friendly, neat, organized, professional and the ability to be flexible with changing duties; good communication skills and excellent customer service skills required.

### Skills you will develop:

Student will learn office etiquette for working in a professional setting as well as personal career development activities that will aid with student's academic, personal, and professional success. Students are asked to perform a variety of duties including but not limited to assistance with Student Success Division website and e-newsletter development, finance/budgeting, research/benchmarking studies.

### Job application instructions:

Please submit a resume that includes past work history or relevant experience and class schedule to [sbeke1@uakron.edu](mailto:sbeke1@uakron.edu). May also bring in person to Buchtel Hall Room 202, ask for Susan Beke.

### Additional Information:

Personal face-to-face interview will follow if candidate meets qualifications. Job Posted 7/29/2014.

**Please contact Susan Beke, [sbeke1@uakron.edu](mailto:sbeke1@uakron.edu).**

For help with resume and/or interviewing skills call 330-972-7747 to schedule an appointment, or visit the career center's web site at: <http://www.uakron.edu/career>.

For more information on Federal Work Study, contact the Office of Financial Aid at 330-972-7032 or e-mail [finaid@uakron.edu](mailto:finaid@uakron.edu). The Office of Financial Aid is located in Simmons Hall room 202.



## Campus Resources

### Adult Focus (support for adult learners)

UA Adult Focus is an academic support service for adult learners. It is located in Schrank Hall North 260. Office hours are 8 a.m. to 5 p.m. weekdays (fall through spring) and 8 a.m. to 4:30 p.m. weekdays (summer). You are welcome to contact by telephone at 330-972-5793, by fax at 330-972-2153, or contact Laura H. Conley, Director, at [LHC@uakron.edu](mailto:LHC@uakron.edu).

### Military Services Center

The Military Services Center is located in Simmons Hall 120 (map). Available hours to assist you are from 8 a.m. to 5 p.m., Monday through Friday. You are also welcome to contact by telephone at 330-972-7838 or by e-mail [atveterans@uakron.edu](mailto:atveterans@uakron.edu).

### Office of Multicultural Development

The Office of Multicultural Development is located in Simmons Hall, Room 124. You can contact by telephone at 330-972-6769, by fax at 330-972-8469, or by e-mail [omd@uakron.edu](mailto:omd@uakron.edu).

### Tutoring

Free tutoring available for all students! The University has two tutoring centers on campus that provide free assistance to currently enrolled students. The centers are located in Bierce Library and The Polsky Building.

### Counseling Center

Comprehensive psychological services are offered to currently enrolled students at the Counseling Center for free.

Counseling Center - 330-972-7082, Monday through Friday: 8 am-5 pm, Tuesday: 8 am-7 pm.

Testing Services: 330-972-7084, Monday through Friday: 8 am-5 pm, Tuesdays: 8 am-7 pm.

### Career Center

The Career Center is now located in Student Union room 211. Hours: 8 a.m. to 4:30 p.m. weekdays. Evening appointments are available on request. Drop in or make an appointment. You can contact by phone at 330-972-7747 or by e-mail at [career@uakron.edu](mailto:career@uakron.edu).

### Health Services

Is located in the SRWC, Suite 260. To schedule an appointment, call 330-972-7808 or email [pasbury@uakron.edu](mailto:pasbury@uakron.edu)

### Student Recreation & Wellness Center (SWRC)

Amenities include: Leisure Pool, 30-person spa, 1/10-mile walking/jogging track, 250 pieces cardiovascular and strength training equipment, 5 multi-function gymnasiums, Two group exercise studios, and a 54-ft. climbing rock + bouldering cave. Contact by phone at 330-972-2348 or visit the website for more info: <http://www.uakron.edu/srws>

## Suggestion Box

We want your feedback! Email [ooaga1@uakron.edu](mailto:ooaga1@uakron.edu) with comments about the current newsletter or ideas you would like to see in future newsletters.

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TDD: 330-972-5764  
Fax: 330-972-5422  
E-mail: [access@uakron.edu](mailto:access@uakron.edu)

Fall & Spring Office Hours:  
Monday, Tuesday, Thursday, & Friday 8 a.m.-5 p.m.  
Wednesday: 8 a.m.-7 p.m.



Simmons Hall at The University of Akron