



# OASIS Student Handbook

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## About OASIS

Welcome to East Stroudsburg University and the Office of Accessible Services Individualized for Students (OASIS). OASIS coordinates accommodations for students with disabilities at ESU. This handbook is a guide to policies and procedures for students registered with OASIS.

### Our Mission

East Stroudsburg University and the Office of Accessible Services Individualized for Students are committed to providing equal educational access to otherwise qualified students with disabilities and recognizes the responsibility of the university community to provide such access and full participation in any university program or activity.

### Staff Listing:

**Jennifer Young, Ph.D.**

*OASIS Department Chair / Disability Specialist*

**Jill Boyle, M.Ed.**

*Coordinator/Faculty Liaison*

**Kim Roselli, M.Ed.**

*Assistive Technology Coordinator*

**Tara Blaine**

*Secretary*

### Contact Us:

Office of Accessible Services Individualized for Students (OASIS)

East Stroudsburg University

Sycamore Suites Lower Level

200 Prospect Street

East Stroudsburg, PA 18301

Office: 570 422 3954

Fax: 570 422 3268

Email: [oasis@esu.edu](mailto:oasis@esu.edu)

### Location

OASIS offices are located at Sycamore Suites on the Lower Level.

Visit us online at [www.esu.edu/oasis](http://www.esu.edu/oasis)

## Confidentiality of Records

### Confidentiality

OASIS respects the confidentiality of your disability-related information. Student records are protected under the Family Educational Rights and Privacy Act (FERPA).

Access by ESU personnel to disability-related records housed in OASIS is on a need-to-know basis and is only for the purpose of assuring appropriate accommodations.

Instructors are regularly made aware of the confidential nature of disability-related information. Accommodation letters prepared by OASIS staff will not list the specific nature of your diagnosis or medical details. Letters list only your approved accommodations.

## FERPA - The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest;
- other schools to which a student is transferring;
- specified officials for audit or evaluation purposes;
- appropriate parties in connection with financial aid to a student;
- organizations conducting certain studies for or on behalf of the school;
- accrediting organizations;
- to comply with a judicial order or lawfully issued subpoena;
- appropriate officials in cases of health and safety emergencies; and
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

## Student Rights and Responsibilities

Students with identified disabilities have the right to:

- full and equal participation in and access to the courses, programs, services and activities of ESU;
- reasonable accommodations, academic adjustments and/or auxiliary aids and services;
- privacy and confidentiality of information regarding disability;
- reasonably available information in accessible formats;
- students with disabilities are responsible to meet institutional qualifications and maintain essential institutional standards for courses, programs, services, and activities;
- identify oneself as an individual with a disability when an accommodation is needed and seek information, counsel and assistance as necessary, preferably prior to classes;
- provide documentation from an appropriate licensed professional source;
- documentation should include a description of the nature of the disability and how it limits the student's participation in courses, programs, services, jobs, activities and facilities when accommodations are sought;
- documentation should also include recommendations of the nature of accommodations to provide equal access and opportunity to the student with a disability; and,
- follow published university procedures for obtaining reasonable accommodations, academic adjustments and/or auxiliary aids and services.

## University Rights and Responsibilities

The University has the right to:

- identify and establish essential functions, abilities, skills, knowledge, standards and criteria for courses, programs, services, and activities;
- request and receive, through OASIS, current documentation from an appropriate licensed professional source that supports accommodation requests as well as requests for academic adjustments and/or auxiliary aids and services;
- deny a request for accommodations, academic adjustment and/or auxiliary aids and services in consultation with a student with a documented disability.

- if documentation does not meet the university's guidelines and demonstrate that the request is warranted; and,
- if the student fails to provide appropriate documentation.
- Refuse to provide an accommodation, adjustment and/or auxiliary aid or service that is ineffective or unreasonable, including any that:
  - pose a direct threat to the health and safety of others;
  - fundamentally alter the courses, programs, services, or activities;
  - pose undue financial or administrative burden.

The University has the responsibility to:

- provide information regarding policies and procedures to faculty, staff, students and guests with disabilities and assure that this information be provided in accessible formats upon request;
- ensure that courses, programs, services, and activities, when viewed in their entirety, are available and usable in the most integrated and appropriate settings;
- evaluate students and applicants on their abilities and potentials, not their disabilities;
- provide or arrange for effective, appropriate and reasonable accommodations, academic adjustments and/or auxiliary aids and services for students with identified disabilities in courses, programs, services, and activities; and,
- maintain appropriate confidentiality of records and communication concerning students with disabilities.

## What are Reasonable Academic Accommodations?

All requests for accommodations are determined on a case-by-case basis. Reasonable accommodations may include academic modifications, exam modifications, and auxiliary services.

**Academic Modifications** may include priority registration, course substitution, and extended time for completing assignments.

**Exam Modifications** may include additional time, provision of a quieter setting, rest periods, use of a reader or a scribe, permission to eat during an exam, and arrangements to take exams at an alternative time.

**Auxiliary services** may include note taking support, readers, sign language interpreters, real time captioning, assistive technology and alternative format materials.

East Stroudsburg University does not provide aides, services or devices for personal use or study. Accommodations that fundamentally alter the nature of the course work, or the materials assigned, or are unduly burdensome financially or administratively will not be provided. Students should bring problems regarding accommodations to the attention of the OASIS faculty and the instructor providing the accommodations.

## How to Apply for Accommodations

Application

The Public Accommodations Request Form is available online at [www.esu.edu/oasis](http://www.esu.edu/oasis)

If you need assistance completing the application, please feel free to contact OASIS at 570 422 3954 or via email at [oasis@esu.edu](mailto:oasis@esu.edu). A completed application will not be processed until all documentation is received, reviewed and approved.

## Documentation

Students seeking services from OASIS on the basis of a previously diagnosed disability/condition will be asked to submit documentation that verifies their eligibility under Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and the ADA Amendments Act.

All documentation submitted is considered confidential. OASIS will not return documentation. Please keep copies for your records.

## Submission of materials

The Public Accommodations Request Form must be submitted online at [www.esu.edu/oasis](http://www.esu.edu/oasis)

- Documentation must be uploaded immediately upon completion of the Accommodation Request Form  
ALL documentation must be in .pdf or .doc file format. If you do not have access to a scanner or FAX you can utilize a free app that converts images into a pdf file (CamScanner).

If you would like to check the status of your application or confirm receipt of materials, please call 570 422 3954.

## The Review Process

The review process typically takes up to 2 weeks. In particularly busy times, such as the start of a new semester, this process may take longer. You will be notified once the application and documentation have been reviewed.

## Intake Interview

Once a student is notified of his/her eligibility for an intake interview, an appointment is scheduled to meet a disability specialist at which time the appropriate accommodations for the student will be determined.

## Guidelines for Documenting a Disability

OASIS asks that individuals requesting services (accommodations and/or access) complete the Public Accommodations Request Form. Please include a description of your disability, the disability's likely impact on your educational experiences and the successful use of accommodations in the past, if applicable.

Supporting documentation can include medical records, psycho-educational testing, school records that specify the impact the disability has on physical, perceptual, cognitive, and behavioral activities, and/or past records of accommodations and services.

Documentation is valuable in the process of providing accommodations and/or access to the educational environment. Current documentation can support the impact of the condition(s) over time in a variety of environments.

## Helpful Supporting Documentation

### **The credentials of the diagnosing professional(s).**

Information describing the certification, licensure, and/or the professional training of individuals conducting the evaluation should be provided. Please have typed on letterhead with signature and contact information.

### **A diagnostic statement identifying the disability.**

Documentation should include a clear diagnostic statement. While diagnostic codes from the Diagnostic and Statistical Manual of Mental Disorders (DSM) or the International Classification of Functioning, Disability, and Health (ICF) of the World Health Organization are helpful, a full clinical description may also convey the necessary information.

### **A description of the diagnostic criteria and/or diagnostic tests used.**

Diagnostic methods used should be congruent with the disability and current professional practices within the field.

### **A description of the current functional impact of the disability.**

Supporting documentation that includes detailed information on the impact of the disability on current level of functioning will assist in providing appropriate accommodations. Accommodations, assistive devices and /or services currently in use or successful in the past.

## **Using Your Accommodations**

### Letter of Accommodations

**Every semester** students will need to complete a “Semester Request” to activate their academic accommodations and to send their accommodation letter to their current professors. Please follow the steps below to complete your request:

1. Log onto Accommodate (See How to Log in to Accommodate below \*)
2. From the menu on the left side select **Accommodation**
3. Select **Semester Request** from the list
4. Click “Add New”
5. Choose the semester from the dropdown
6. You now have two choices:
  - a. If you would like to send all your approved accommodations to each professor click **Submit for All Accommodation**.
  - b. If you would like to select only certain accommodations for certain classes, click **Review the Renewal** - Please be sure to check the courses under each accommodation type for which you want to the accommodation to apply
7. Click **Submit**

### **What you can expect after you have submitted your Semester Request:**

You will receive an email to your ESU email address within 48 hours of your submission. It will direct you to log onto Accommodate to review your letter.

### **How to View/Approve your Accommodation Letter:**

Existing OASIS students: you can complete this step only after you have made an official Semester Request for your Accommodation Letter.

1. Log onto Accommodate
2. From the column on the left side select **Accommodation**
3. Select **Accessibility Letters** from this list
4. Click *Letter of Accommodation* – it will say **Requested** next to it
5. Scroll down and Review your letter
6. Complete the questions in the gray box titled **Acknowledgement and Release of Information Authorization**
7. Electronically sign your letter by typing your complete name in the box
8. Select **Save**
9. If you want to print or save the letter for your records, click print or Generate PDF

**\*ACCOMMODATE Log-in Instructions:**

- Go to <https://esu-accommodate.symplicity.com>
- Click on "Student"
- Enter your username. This is the name and the numbers at the beginning of your ESU email address. For example, John Smith's username would be jsmith27 because his email address is jsmith27@live.esu.edu
- Enter Password. This is the same as your ESU email password

**Having difficulty?** If you need help navigating Accommodate or accessing your letters, please contact Kim Roselli at [kroselli1@esu.edu](mailto:kroselli1@esu.edu)

**Priority Registration**

Priority registration is an accommodation approved by OASIS when appropriate as determined by your disability specialist. This accommodation provides students with the opportunity to register for classes prior to the beginning of registration for students.

As with other accommodations, you are responsible for taking advantage of this priority registration accommodation by clearing any registration "Holds," prior to the first day of registration.

Plan your desired schedule and meet with your major academic advisor for your department to receive your registration PIN (Personal Identification Number).

## Types of Accommodations

**Note Taking Support Services**

Students that are determined to be eligible by OASIS for Note Taking Support Services may be granted one of the following accommodations depending upon availability: a copy of the professor's notes, recordings of lectures, assistive technology (Otter Ai), use of a laptop, mobile devices, and recorders. Note Taking Support supplements the student's personal notes and are not a substitution for classroom attendance, participation or personal notes.

In order to assist us in determining the type of note taking support that will be needed, all students requesting note taking support must complete the Note Taking Support Accommodation Form and return it to OASIS. Requests for the Note Taking Support accommodation will be processed ONLY after OASIS has received this completed form.

Processing this accommodation may take up to fourteen (14) business days from receipt of the completed form. When the Note Taking Support Services is determined, students will be notified via their ESU email.

**Instructor provided notes**

Instructors may already provide comprehensive PowerPoints, guided notes and/or supplemental material reiterating what is provided in class. Please discuss with your professor if this is a viable option.

**Audio recording and/or live scribe smart pen**

Audio recorders and use of smart pens are considered a note taking support accommodation and require a signed Student Agreement for Audio Recording Class Lectures Form completed prior to utilizing this accommodation in the classroom.

## **Use of computer or mobile device**

Computers and mobile devices are generally used for note taking, word processing and recording. Audio recording will require a signed Student Agreement for Audio Recording Class Lectures Form completed prior to utilizing this accommodation in the classroom.

## **Assistive Technology – Otter Ai**

Otter helps students capture classroom lectures so they can stay focused, save time and work more effectively. Using artificial intelligence, Otter Ai listens to the voice conversations and generates “smart notes” – accurate, machine-generated text that is synchronized with audio and enriched with speakers tags and summary keywords.

**Questions:** All questions regarding Otter Ai should be directed to the Assistive Technology Coordinator at [atoasis@esu.edu](mailto:atoasis@esu.edu)

## Testing-Related Accommodations

Testing accommodations are customized to meet your needs. Exam accommodations may include:

- reduced distraction setting
- extended time
- reader/scribe
- use of a computer
- exams in Braille format or large print
- use of spell check
- assistive technology

## Alternate Format

Alternate format is the term applied to required course materials such as textbooks, electronic documents, exams and other print materials which the student needs converted into an accessible format. Accessible formats may include PDF files, RTF (Rich text format) files, and DOC (document) files.

Software programs with text to speech component such as ReadSpeaker and TextAid can “read” the exam aloud to the student. Text/instructional materials enlargements and Braille resources are also possibilities.

Most students who utilize alternative text formats are blind/visually impaired or have a learning disability such as dyslexia, which significantly affects their ability to read printed formats.

Students are required to purchase printed copies of their text prior to receiving electronic copies. A copy of the receipt for the purchase of the printed texts is required.

## Assistive Technology (AT) Support

OASIS employs an assistive technology coordinator to assist eligible students with their assistive technology needs. The office provides various equipment that students may sign-out on a semester-by-semester basis, as well as computer programs and related services.

Assistive technology is any device that is used to maintain, increase or improve the functional capabilities of individuals with disabilities. Students may be eligible for various types of assistive technology as a part of their accommodations. Once you receive your Accommodations letter from OASIS, schedule an appointment with the Assistive Technology Coordinator to receive appropriate training, equipment and alternate format materials.

## Hearing-Related Accommodations

Students with hearing impairments vary greatly in the degree and type of hearing loss they experience. Reasonable accommodations are individualized and flexible, based on the nature of the disability and the academic environment. Based upon individual need, the assistive technology coordinator can facilitate the use of a sign language interpreter and assistive adaptive technology, such as FM systems, captioning and speech to text.

These services may be requested during your intake appointment with a disability specialist.

## Temporary Impairments

Temporary impairments, such as broken bones, recovery from surgery, concussion and short-term illnesses, are not covered by the Americans with Disabilities Act (ADA), because this law applies only to long-term disabilities. However, there are many resources on campus that are available to assist you in your classes and on campus at ESU.

### Applying for Temporary Accommodations

OASIS is available to assist students and professors in evaluating needs and pursuing appropriate temporary accommodations.

Students requesting temporary academic accommodations from OASIS must submit an Public Accommodations Request Form and medical documentation of the temporary impairment such as a letter from a physician, or medical documents showing the nature and extent of the injury.

Accommodations for temporary impairments may include:

- Note Taking Support Services
- Testing Accommodations
- Permission to move about in class

## Readmit Students

If you were previously registered at East Stroudsburg University and have been away from ESU for one academic semester, you are required to submit an online readmit petition application **and** reapply for accommodations. The OASIS Supplemental Accommodation Request Form is available by logging into Accommodate. Contact OASIS at [oasis@esu.edu](mailto:oasis@esu.edu) for assistance or call 570 422 3954.

## On-Campus Housing Accommodations

### Procedure to Request Housing Accommodations

#### Application

Housing Accommodations requests for air conditioning and request for other than air conditioning requests must be received by **May 15th** and reviewed by OASIS prior to the Office of Residence Life's housing request deadline of June 1st. The Public Accommodations Request Form is available online at [www.esu.edu/oasis](http://www.esu.edu/oasis)

If you need assistance completing the form, please feel free to contact OASIS. A completed application will not be processed until documentation is received.

#### Documentation

Students seeking housing accommodations from OASIS on the basis of a previously diagnosed disability must submit documentation from a medical health professional that describes the current impact resulting from the disability and requested accommodation. OASIS will only consider those housing accommodations that are considered a medical necessity.

#### Submission of Materials

The Request Form and documentation must be submitted online at [www.esu.edu/oasis](http://www.esu.edu/oasis)

- Documentation must be uploaded immediately upon completion of the Public Accommodation Request Form. Upon receipt of all forms OASIS will review your request. You will be notified if any additional information is required. The student will be notified in writing via the students ESU email of the decision to grant housing accommodations.