Disability Accommodations & Success Strategies

- Academic accommodations are available for students with various conditions, such as LD, ADHD, physical, visual, hearing, medical, or psychiatric disorders.

- To establish accommodation eligibility:
  - Gather ALL supporting documentation and convert to electronic format
  - Submit the online “Accommodation Request Form” found at https://smu-accommodate.symplicity.com/public_accommodation/
  - Guidelines are posted on the site
  - Students must request assistance themselves

- Documentation review may take 2-3 weeks, once all information is received by DASS.

- If approved for accommodations, students will need to schedule an intake appointment with DASS to finalize the accommodations process.

- DASS also provides success strategies support for undergraduate students with LD/ADHD at no charge:
  - Academic coaching
  - Academic planning
  - HDEV 1110: Reading & Learning Strategies
  - Student support group

- Academic coaching can help students with learning differences set weekly goals, become more efficient, and improve test preparation and time management skills.

- HDEV 1110: 1-credit college-level reading and study skills course. One section is reserved for students with LD/ADHD during the Fall. Please contact dass@smu.edu for permission to enroll.

DASS is located in the Altshuler Learning Enhancement Center - Loyd 202
dass@smu.edu • 214-768-1470• www.smu.edu/Provost/SASP/DASS
**Requesting Accommodations: Instructions for New DASS Students**

**Step 1** Start by making an Accommodation Request and submitting supporting documents:
For step-by-step instructions, go to: [https://www.smu.edu/Provost/SASP/DASS/DisabilityAccommodations](https://www.smu.edu/Provost/SASP/DASS/DisabilityAccommodations). Once we receive your request, you’ll receive an email confirmation from DASS Link. DASS Link is the online portal you’ll use to communicate with our office.

**Step 2** Logging in to DASS Link is easy! Just go to the DASS Link log-in page ([https://shibboleth-smu-accommodate.symplicity.com/sso/](https://shibboleth-smu-accommodate.symplicity.com/sso/)). The header says Symplicity. Enter your SMU student ID and password, just like when you log in to my.SMU.

**Time to Explore!** Once you’re in, you’ll see your DASS Link Homepage. Navigation tabs are on the left: Accommodation, Appointment, Documents, Resources, Surveys, Test Proctoring, Calendar, and Profile & Texting.
You will also notice two sections: News Feed, where announcements and notifications will appear intermittently throughout the semester, and Shortcuts, which contains links to frequently visited pages in DASS Link.

- If needed, you can add additional supporting documentation via Documents.
- By clicking on Accessibility Request on the Accommodation dropdown menu, you can review your initial request for accommodations and your authorized accommodations.
- In Profile & Texting, you can opt in or out of receiving important DASS text messages.

**Step 3** After the accommodation review process is complete, your DASS Coordinator will notify you by email. If an accommodation is not approved, your Coordinator will communicate that with you. If accommodations are approved, you will need to set up an intake meeting with your Coordinator through DASS Link. **You must be enrolled in at least one class to have an intake**, so schedule it after your AARO session. Once logged in, click the blue Appointment tab and select New Appointment. In the dropdown menu, select Intake, the appropriate coordinator, and a date and time range that works with your schedule. Select the one that’s best for you, and submit the request. You’ll receive a confirmation from your DASS Coordinator to finalize the appointment.

**Step 4** During your intake appointment, your first accommodation letters become available for your instructors to view on DASS Link. To see your copy of the letter, select Accommodation from your Homepage menu, and in the dropdown menu, click Accommodation Letters.

**Step 5** For your accommodations to go into effect in your classes, discuss your accommodation letter with each of your instructors, preferably during office hours or by appointment. Failure to communicate with your instructors could lead to a delay in implementing your accommodations.

**Step 6** Visit the DASS Link Student Instructions on the DASS website to learn more about DASS Link’s many uses, including requesting additional accommodations, uploading additional documents, and requesting that your accommodation letters be sent to your new instructors at the start of each semester: [https://www.smu.edu/Provost/SASP/DASS/DASS-Link/StudentInstructions](https://www.smu.edu/Provost/SASP/DASS/DASS-Link/StudentInstructions).