

DASS @ SMU

Disability Accommodations & Success Strategies

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

- To establish accommodation eligibility:
 - Read the instructions and documentation guidelines posted on the DASS website
 - Gather ALL supporting documentation and convert to electronic format
 - Complete and submit the online “Accommodation Request Form” found at https://smu-accommodate.symplicity.com/public_accommodation/
Students must request assistance themselves
- Documentation review may take 2-3 weeks, once all information is received by DASS.
- If approved for accommodations, students 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, and/or ASD at no charge:

- Academic coaching and planning can help students set weekly goals, become more efficient, and improve test preparation and time management skills.
- UNIV 1210 is a 2-credit academic success and personal development course. During the fall, one section is reserved for students with ADHD, LD, or ASD. Please contact DASS for permission to enroll.
- Students for New Learning (SNL) is a chartered student organization that offers support, networking, outreach, and leadership opportunities for students with LD and ADHD.

DASS is located on the 3rd floor of the Laura Lee Blanton Building

dass@smu.edu • 214-768-1470

www.smu.edu/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/saes/academic-support/disability-accommodations/request-services/instructions>
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/>). 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, Resources, Surveys, 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.

- By clicking on **Accessibility Request** on the **Accommodation** dropdown menu, you can review your initial request for accommodations and your authorized accommodations.
- If needed, you can add additional supporting documentation via **Documents**.

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. We recommend intakes for Fall incoming students start occurring June-August, but not before. 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 letter becomes available for you to view in DASS Link. To see your copy of the letter, select **Accommodation** from your Homepage menu, and in the dropdown menu, click **Accommodation Letters**. However, no professors will have access to the accommodation letter until you submit a Semester Request in DASS Link.

Step 5 To initiate the process for your accommodations to go into effect in your classes, you must submit a Semester Request in DASS Link. Go to **Accommodation** and then **Semester Request**. We suggest you submit the Semester Request a few days before each semester begins. Then 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/saes/academic-support/disability-accommodations/resources-and-campus-accessibility/students/current-dass-students/dasslink-students>