

TOPICS

- ◆ DASS STAFF
- ◆ DASS LINK/LETTERS
- ◆ DASS LINK TRAINING
- ◆ TEST PROCTORING AT DASS
- ! DALLAS HALL ELEVATOR ALERT

Meet the DASS Team

Alexa Taylor, Director of DASS

Alexa supervises the other six full-time staff, collaborates with departments and faculty members on accommodation issues, reviews and revises operational processes, and handles special projects for DASS. She has been with SMU for 17 years.

Michelle Bufkin, Senior Accommodations Coordinator

Michelle primarily reviews accommodation requests from students with LD or ADHD. She is also a certified academic language therapist, and has been with SMU for 9 years.

Karen Turbeville, Accommodations Coordinator

Karen primarily reviews accommodation requests from students with medical conditions. Her experience as an educator in special education gives her a unique perspective to help students transition from high school to SMU. She has been with SMU for 5 years.

Tomasine Sam, Accommodations Coordinator

New to DASS, Tomasine primarily reviews accommodation requests from students with psychological conditions.

David Tylicki, Senior Learning Specialist

David primarily provides academic counseling and coaching to students with learning and attention disorders, assisting them with goal setting, time management, self-awareness and advocacy skills. He has been at SMU for 7 years.

Candy Brown, Administrative Assistant

Candy handles all accommodation requests and correspondence coming to DASS, along with coordinating test proctoring for DASS students. She has been with SMU for 7 years.

Chandler Gobin, Administrative Assistant

Chandler is new to our team and will be assisting with test proctoring for DASS students.



NEW!

DASS Link & Letters

NEW!

CONTINUING DASS STUDENTS ENROLLED IN FALL

Request Fall Accommodation Letters using DASS Link.

Request your accommodation letters TWO weeks before classes begin.

Please do not make accommodation letter requests before this date.

To request your accommodation letters be sent to your instructors this Fall, complete a "Semester Request" in DASS Link; there, you will select your accommodations for each class and submit the request. Instructions can be found here: <https://www.smu.edu/Provost/SASP/DASS/DASS-Link/StudentInstructions/SemesterRequest>.

Be sure to "Review the Renewal" every time! Only check the classes you're enrolled in for that semester, and only the professors you want to receive an electronic letter. If you don't want a particular accommodation included in your letter to your professor (maybe a non-classroom accommodation), be sure it is unclicked.

Once you submit your semester request, a staff member will review your request, a letter will be sent to your DASS Link account, and your selected professors will receive an email notification to check DASS Link to view your letter.

If you add a class to your schedule **after** you make your Semester Request, you must again follow the above steps to submit another accommodation renewal request for your new class.

After the letter is electronically submitted and approved, it is **very important** that you meet with your professor to discuss your testing needs and other accommodations. We repeat, you still **need to communicate with each professor** to discuss how to implement your needed accommodations.

This is the way you will request your letters be sent to your instructors in all future semesters.

DASS Link Training Sessions for Students and Faculty

A "How To" session on using
DASS Link

9/5

3:30-4:30 pm

Room 202K

! The Dallas Hall elevator is out of service until further notice. Please contact DASS if you have any mobility concerns and have classes in this building. ! !

Scheduling exams at DASS:

Students should meet with their instructors to discuss their testing needs and bring a copy of their schedule to the appointment to determine when and where they will take their exam.

Students schedule their tests with DASS only if their instructor is unable to make arrangements to proctor the student within the department and the student has communicated their accommodation needs with the instructor following the delivery of the accommodation letter.

Come to our training session to learn how to use **DASS Link** to schedule a test!