Resource Guide

This resource guide was developed to assist students in understanding the following process:

1. The differences between experiences and responsibilities in accessing resources in a post-secondary environment.

2. The transition in learning/facilitating the accommodation process at UMASS Lowell.

3. How to access various resources both on and off campus.

4. How to access assistive technology at the university.
Fall Semester 2015 Undergraduate Academic Calendar

August
29 Saturday Residence halls open for new students
30 Sunday Residence halls open for returning students
31 Monday Convocation

September
*** 1 Tuesday Fall Classes Begin
Drop-Add Period Begins.
7 Monday Labor Day (University closed)
*** 8 Tuesday Last Day for Undergraduate Students to Add A Course
Without a Permission Number
Last Day for Instructors to Publish Course and
Attendance Requirements for Class Members
*** 15 Tuesday Last Day to
(1) Add a Course with a Permission Number
(2) Drop a Course without Record,
(3) Change Enrollment Status from:
Audit to Credit;
Credit to Audit;
"Pass-No Credit" to Letter Grade, or
Letter Grade to "Pass-No Credit"
Note: No refund after this date

October
13 Tuesday Monday class schedule
14 Wednesday Mid-Semester: At least one evaluation required in each
Course.
*** 26 Monday Faculty Advising Period Begins. Students check SIS for
enrollment appointments.
First day for seniors who anticipate completion of
Degree Requirements by the End of May or the end of
August to confer with Faculty Advisors and to File
Programs of Baccalaureate Studies (DIG Forms)

November
*** 2 Monday Enrollment for Spring 2016 courses begin using enrollment
appointment dates obtained from student SIS self service.
Last Day for Students to Complete Work for Incomplete Spring
Semester and Summer Session (2015)
*** 9 Monday Faculty Advising Period Ends
Last Day for Seniors Who Anticipate Completion of
Degree Requirements by the End of May or the End of
August to confer with Faculty Advisors and to File
Programs of Baccalaureate Studies (DIG form)
11 Wednesday Veterans Day Observed (University closed)

November (cont.)
*** 13 Friday Last Day for Students to withdraw from courses with grade of
"W".
26 Thursday Thanksgiving Recess
30 Monday Classes Resume

December
2 Wednesday No hour examination shall be administered during the last five
academic days of the semester unless exemption has been
allowed by the college dean.
*** 9 Wednesday Last Day of Fall Semester Classes
Last Day for Faculty to File Grades for Incompletes and
Change of Course Grades for Spring Semester (2015) courses
10 Thursday Reading Day
*** 11 Friday Fall Semester Examinations Begin (There will be Sat Exams)
17 Thursday Fall Semester Examinations End 6:00 P.M.
Residence halls close at 6:00 P.M.
18 Friday Make-up day for examinations postponed because of Weather.
Winter Recess Begins

Note: In the event that examination days are postponed because of weather conditions, the first day of
postponed examinations will be made up on December 18 (Friday). Additional postponed examination
days will be made up sequentially on December 19 (Saturday), January 18 (Friday), etc.

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Monday 13 (14), Tuesday 14(13), Wednesday 14, Thursday 13, Friday 13
(67 meeting days, 74 total including final exams, MWF = 40, MW = 27, TR = 27, M/W = 27, MTWF=54, M/WRF=53)

Updated 05/06/2013—per Faculty Senate Approval—MN
### K-12 Experience for Students with Disabilities

**Mandatory and Free**

<table>
<thead>
<tr>
<th>Teacher Responsibilities</th>
<th>Student Support</th>
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</thead>
<tbody>
<tr>
<td><strong>Classroom Experience</strong></td>
<td><strong>Course Materials</strong></td>
</tr>
<tr>
<td>- Trained to teach</td>
<td>- Always checks student's work</td>
</tr>
<tr>
<td>- Adapts materials to student's learning style</td>
<td>- Reminds student of incomplete work</td>
</tr>
<tr>
<td>- Helps student learn and process information</td>
<td>- Reviews assignments and due dates</td>
</tr>
<tr>
<td><strong>Student Responsibilities</strong></td>
<td><strong>Teacher Responsibilities</strong></td>
</tr>
<tr>
<td>- Attends classes</td>
<td>- Trained as an expert in subject, not as a teacher</td>
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<tr>
<td>- Learns self-advocacy skills</td>
<td>- Holds office hours</td>
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### University Experience for Students with Disabilities

**Voluntary and Expensive**

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Teacher Responsibilities</th>
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<tbody>
<tr>
<td><strong>Classroom Experience</strong></td>
<td><strong>Course Materials</strong></td>
</tr>
<tr>
<td>- Needs to think about and synthesize unrelated topics</td>
<td>- Gets course material from syllabus</td>
</tr>
<tr>
<td>- Takes responsibility for self</td>
<td>- Often gets homework assignments from syllabus</td>
</tr>
<tr>
<td>- Accepts consequences of own decisions</td>
<td>- Manages own time</td>
</tr>
<tr>
<td><strong>Student Responsibilities</strong></td>
<td><strong>Teacher Responsibilities</strong></td>
</tr>
<tr>
<td>- Trained as an expert in subject, not as a teacher</td>
<td>- Holds office hours</td>
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<tr>
<td>- Learns self-advocacy skills</td>
<td>- May only lecture nonstop</td>
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<tr>
<td>- Takes responsibility for self</td>
<td>- Waits for student to ask for help</td>
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<tr>
<td>- Accepts consequences of own decisions</td>
<td>- Does not check homework or student's work</td>
</tr>
<tr>
<td>- Needs to think about and synthesize unrelated topics</td>
<td>- May not remind student of due dates</td>
</tr>
<tr>
<td>- Takes responsibility for self</td>
<td>- Learns self-advocacy skills</td>
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<tr>
<td>- Accepts consequences of own decisions</td>
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*Adapted from Disability Services (ACCESS) at the University of Vermont*
University of Massachusetts, Lowell
Student Disability Services
Student/DS Department Agreement

Student Responsibilities:

- Students are responsible for self-identification, unlike high school where the school district identified, evaluated and intervened.

- Students are required to provide adequate documentation to demonstrate the existence of a disability as defined under ADAAA guidelines.

- At the beginning of each semester students are required to complete a Faculty Notification Form to request accommodations.

- Students will request services and accommodations in a timely manner.

- Students are responsible for alerting DS if they experience difficulties accessing their accommodations.

- Students are responsible for making arrangements to receive their extra-time accommodation, at least 7 days prior to the exam and must contact DS of any scheduling conflict.

- Treat all Disability Service and University Personnel with respect.

- Meet all the requirements for your academic program; and the technical requirements required for graduation.

DS Responsibilities:

- The University will provide students with documented disabilities access to all services, programs, or activities sponsored by the University.

- DS will provide reasonable accommodations to ensure equal access to all academic programs.

- DS will provide students with documented disabilities supportive services during their college tenure.

- As per FERPA (Right to Privacy Laws), DS staff will only communicate with the student, for privacy protection, unless the student signs a Consent to Release form.

- With the student's consent, DS staff will work with any third parties (e.g. Commission for the Blind) to ensure a smooth transition to campus life.

Student Signature ___________________________ Date ___________________________
PERMISSION TO RELEASE and EXCHANGE INFORMATION

Name of Student: ______________________________
Student ID: __________________________________

I give my permission to the UMASS Lowell Disability Services Coordinator, to discuss pertinent educational, psychological, and/or medical records for the purpose of providing disability support services at UMASS Lowell. This includes contact by e-mail, fax, and telephone. A copy of this permission shall have the same force as the original.

I give permission for information to be released TO or FROM the following:

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<tr>
<th>Name</th>
<th>Agency/Relationship</th>
<th>Contact Information</th>
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☐ UMASS EMTs
☐ External Agencies

Note: I understand and agree that the information will be released effective until the UMASS Lowell Services has received written notice to revoke this form.

______________________________
Student Signature

______________________________
Date
Faculty Notification Process

1. Each semester registered students must complete a Faculty Notification Form either in person at the DS office or by e-mailing it to disability@uml.edu. (The form may be found at www.uml.edu/student-services/disability/)

2. Once the Faculty Notification Forms have been received by the DS office, the Faculty Notification Letter will be ready for students to pick up one week from the date received.

3. Students are then responsible for delivering the letters to their professors either before or after class, or during their professors’ office hours.

4. It is at the student’s discretion as to whether they disclose their disability to their professors.

5. If students do not request accommodations at the start of the semester, faculty needs a minimum of one week’s notification to implement accommodations.

6. If students experience any difficulties in accessing their accommodations they must notify DS as soon as possible.

7. Remember...this process needs to be repeated each semester to ensure that you receive your accommodations.
Faculty Notification Form

Student Name: ___________________________ Student ID: ________________

Date: ___________________________ Semester: ___________________________

Number of Classes you need letters for: ___________________________

Accommodations Request: (please list accommodations required)

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________

• ________________________________________________________________

Online classes please list Professors’ Names AND Class No:

Prof. Name: ___________________________ Class No: ___________________________

Prof. Name: ___________________________ Class No: ___________________________

Prof. Name: ___________________________ Class No: ___________________________

If attending Northern Essex please specify class No: ___________________________

Note to Professor from Student if required:

____________________________________________________________________

____________________________________________________________________

This form is also available on our website http://www.uml.edu/student-services/disability/default.html. You are responsible for picking up the letters and handing them personally to each faculty. If you have any questions or concerns, please call 978-934-6800.
CONFIDENTIAL FACULTY NOTIFICATION LETTER

NAME: ________________________  PSID: ________________________
DATE: ________________________  TERM: ________________________

Dear Professor,

The following are accommodations granted to the above mentioned student in accordance with ADAAA guidelines. Please refer to SDS Testing Policy for additional testing guidelines.

EXAM ACCOMMODATIONS (Tests and Quizzes Only)

1. ________________________
2. ________________________
3. ________________________

CLASSROOM ACCOMMODATIONS

1. ________________________
2. ________________________
3. ________________________

A NOTE TO PROFESSOR FROM STUDENT:

ANY CONVERSATION WITH STUDENTS REGARDING THEIR ACCOMMODATIONS MUST BE IN PRIVATE.
Students with disabilities want to be treated with the same respect and considerations that you would treat other. Included are some helpful hints in communicating with disabled students.

- Learning Disability: Offer directions or instructions both orally and in writing. If asked, read instructions to individuals who have specific learning disabilities.
- Mobility Impairments: Sit or otherwise position yourself at the appropriate height of people sitting in wheelchairs when you interact.
- Blind or Low Vision: Be descriptive. Say "the computer is about three feet to your left" rather than "the computer is over there." Speak all of the content presented with overhead projectors and other visuals.
- Psychiatric Impairments: Provide information in clear, calm, respectful tones.
- Deaf or Hard of Hearing: Face people with hearing impairments so they can see your lips. Speak clearly in a normal tone.

Communication Hints: (Adapted from University of Washington "Do It Program"

Please contact Disability Services at (978) 934 4574 with any questions. Helpful Online Resources for Faculty are available at:
http://www.uml.edu/student-services/disability

SDS/Forms/faculty notification letter
Delta Alpha Pi Honor Society

Purpose

Because of the negative stereotyping associated with disability, students have been reluctant to identify themselves publicly. Delta Alpha Pi international Honor Society presents an opportunity to change that perception by recognizing students with disabilities for their academic accomplishments. In addition this honor society facilitates development of skills in leadership, advocacy and education for participating students.

**Delta** – D for Disability, but also the triangle, symbol of strength. Members of Delta Alpha Pi demonstrate strength as leaders on campus to help break down the barriers of negativism. Also, they serve as mentors and role models for other students with disabilities.

**Alpha** – A for achievement. Alpha is the beginning and academic achievement must come first. But also for advocacy because students must advocate for themselves before they can advocate for others. Members of Delta Alpha Pi enhance advocacy skills for themselves and for the rights of all individuals with disabilities to be included fully in society.

**Pi** – P for Pride, pride in academic achievement and in other accomplishments, not just as students with disabilities but as members of the university community. Pi is a mathematical symbol that we all learned to use in elementary arithmetic classes. So Pi is an appropriate symbol for education.

Criteria for the Society

**All Students must:**
- Present with a documented disability and work with one of the staff members in the Office of Disability Services.
- Demonstrate an interest in disability issues.

**Undergraduate Student:**
- Must complete a minimum of 24 credits.
- Must earn an overall quality point average of 3.10.

**Graduate Student:**
- Must complete a minimum of 18 credits.
- Must earn an overall quality point average of 3.30
Disable the Label Club

Club Mission:

Disable the Label’s purpose is to unify and connect students with and without disabilities at the University of Massachusetts Lowell by interacting and talking about their personal experiences with other students in regards to disabilities. The club is committed to educating students about the resources that Disability Services provides on campus.

The club is here to unify every member of our college community and create equality disregarding any limitations. The goal is to unit people with unique challenges, to welcome those students with disabilities and their allies.

We strive to remove all misconceptions regarding learning, physical, neurological, medical, phsyiatrist differences, and disabling the stigma of labels. Overall the club is a group that provides a safe space for students to disclose their challenges without ever being judge, rejected or mistreated. As a club we stand for acceptance.

- The club meets once a week. During the same time same day of the week.
- The club has an e-board. They have elections every year.
- Find the club on Facebook by searching Disable the Label.
- The club actively helps with the programming week sponsored by our office called Disable the Label Week.
- Joining the club is a great way to get involved on campus and to become a student leader.
CAMPUS RESOURCES:

Disability Services:

Disability Services seeks to foster equal access and support for students. Students' needs are assessed for academic accommodations, time and organizational management is offered individually, and access to assistive technology is coordinated.

Where: Wellness Center, University Crossing  
       Suite 300  
       220 Pawtucket Street,  
       Lowell, MA 01854

Contact Information:  
Phone: 978-934-6800  
Fax: 978-934-2032  
E-mail: Disability@uml.edu

The Counseling Center:

Students come for counseling services, consultations and referrals in an effort to achieve a better understanding of themselves and to gain methods of coping with their feelings, relationships, choices and academic studies.

Where: Wellness Center, University Crossing  
       Suite 300  
       220 Pawtucket Street,  
       Lowell, MA 01854

Contact Information:  
Phone: 978-934-6800  
Fax: 978-934-4025  
E-mail: counseling@uml.edu

Health Services:

The staff of Health Services consists of nurse practitioners, a registered nurse, health educators, a consultant M.D., an immunization coordinator, a secretary, and an insurance coordinator. Emergency care is provided on a walk-in basis and students may also make appointments with a nurse practitioner for routine health care or a sick visit.

Where: Wellness Center, University Crossing  
       Suite 300  
       220 Pawtucket Street,  
       Lowell, MA 01854

Contact Information:  
Phone: 978-934-6800  
Fax: 978-934-3080  
E-mail: Health_Services@uml.edu
CLASS (Centers for Learning and Academic Support Services)

CLASS has programs designed to help students adjust to the demands of heavier course loads and more difficult classes. It gives support in varying ways such as tutoring, computer workshops, study skills workshops, and major and career planning.

South Campus Location: O'Leary Library, 1st Floor
South Campus Contact Information:
Phone: 978-934-2941
Fax: 978-934-3056
Coordinator of Advising Services & Goler Program: Susan Lemire
Email: Susan_Lemire@uml.edu

North Campus Location: Southwick Hall, Room 308
North Campus Contact Information:
Phone: 978-934-2936
Fax: 978-934-3088
Coordinator of Tutoring Services & Strategies for Success: Suzanne Gamache
Email: Suzanne_Gamache@uml.edu

❖ The Advising Center (Located on North and South Campus at CLASS)

The Advising Center provides students with the information and advice they need to make informed decisions about their academic career. Staff members provide ISIS support, and offer advice on majors, careers, study skills and fulfilling University academic requirements, including general education requirements.
Email: advisement@uml.edu

❖ The Write Place (Located on North and South Campus at CLASS)

Students come here for assistance in all phases of the writing process. Appointments are made for one-on-one help from trained writing tutors.

Drop by or call to make an appointment at:

South Campus: 978-934-2941
North Campus: 978-934-2292
Financial Aid Office

The University participates in various federal, state, institutional and private financial aid programs. There are three major types of financial aid: Grants and waivers, student employment programs and student loans.

All Financial Aid inquiries should be mailed to:

Where: University Crossing
220 Pawtucket Street,
Lowell, MA 01854

Contact Information:
Phone: 978-934-4220
Fax: 978-934-3009

Office of the Registrar

Registrar - University Crossing
220 Pawtucket Street,
Lowell, MA 01854

Patricia A. Duff
Phone: 978-934-2550
Email: Registrar@uml.edu

Office of Residence Life

The Office of Residence Life works to provide a safe, interactive and well maintained environment where students can live, learn and grow. They aim to maintain a living and learning environment that promotes the personal and academic success of each individual student.

Where: University Crossing
220 Pawtucket Street,
Lowell, MA 01854

Contact Information:
E-mail: ResLife@uml.edu
Phone: 978-934-5160
Fax: 978-934-6453

Housing Coordinator: Erin Butterworth
Phone: 978-934-5160
Email: Erin_Butterworth@uml.edu
Housing Director: Matthew Austin
Career Services & Cooperative Education Center

Career & Co-op Center offers individual appointments for all types of career guidance, resume and cover letter reviews, practice interviews, workshops and presentations, panel discussions, career fairs, on-campus interviews, company information sessions, online job and internship postings (as well as some printed internship, co-op, and seasonal resources in the office), vocational assessments, a variety of job search handouts and articles, and access to the University Career Advisory Network (UCAN/Mentors).

Where: University Crossing,
220 Pawtucket Street,
Lowell, MA 01854

Contact Information:
Phone: 978-934-2355
Fax: 978-934-3073
E-mail: career_services@uml.edu

Veterans Services

The mission of creating and maintaining a veteran friendly campus is supported by a standing committee on veterans’ affairs, with a strong representation of veterans on campus and from the community.

Where: University Crossing,
220 Pawtucket Street,
Lowell, MA 01854

Contact Information:
Phone: 978-934-2461
E-mail: veterans@uml.edu

Director: Janine Wert

Student Activities and Leadership

UMass Lowell has over 100 active student organizations. These clubs are open to students and are a fantastic way to meet people, have fun, and make a difference! The Office of Student Activities and Leadership creates cultural, social, educational and leadership opportunities, which embrace diversity and collaboration, shaping visionary leaders of tomorrow.

Where: University Crossing,
220 Pawtucket Street,
Lowell, MA 01854

Contact Information:
E-mail: student_activities@uml.edu
Phone: 978-934-5001
Autism Spectrum Resources

Autism Support Center
www.ne-arcautismsupportcenter.org  asc@ne-arc.org

The Autism Program at Boston Medical Center
The Autism Program at Boston Medical Center assists and empowers individuals and families affected by Autism Spectrum Disorders (ASDs) and related disabilities through direct patient care and support, provider education and community-based outreach. We strive to meet the needs of the autism community in Boston and its surrounding areas in a culturally competent manner by offering high quality and comprehensive care to all. For more information please visit www.BMCAutismProgram.org or contact 617-414-3691. For more information or to obtain an internship placement with The Autism Program at Boston Medical Center please email Lauren Bartolotti at Lauren.Bartolotti@bmc.org.

Asperger’s Association of New England Services:

LifeMAP
LifeMAP provides personal, intensive, one-on-one support to post-high school adults with AS and related conditions who are struggling with day-to-day tasks. These tasks may include but are not limited to Home Skills, Community and Social Skills, Personal Growth, and Pre-Employment Skills.

Support and Social Groups
AANE offers a number of support and social groups for adults with Asperger Syndrome.

Resources
AANE maintains a database of psychotherapists, psychologists, psychiatrists, couple’s counselors, speech and language pathologists, and occupational therapists serving the AS community in the New England area.

Form Clinic
Do you need help completing applications for housing, SSI or health insurance? AANE will be offering this service to our adults by appointment.

Barbara Bissonnette (Employment Coach)
www.forwardmotion.info  978-298-5186

Marci Shaffer (Employment Coach)
www.bostonaspergerscoach.com  marci.shaffer@yahoo.com

Eva Mendes - Counseling for Adults on Autism Spectrum
www.evmendes.com  evamendes2911@gmail.com

Achieving in Higher Education with Autism/Developmental Disabilities
www.aheadd.org  877-AHEADD-1
ADHD Services:

Children and Adults with ADHD (CHADD)
www.chadd.org
800-233-4050, 508-302-2425

ADHA Lowell Support Group
CHADD of Northern Mass./Southern NH
978-957-0655

Attention Deficit Disorder Association (ADDA)
www.add.org
800-939-1019

The Hallowell Center
http://www.drhallowell.com
978-287-0810

Susan Cherwiniski
ADHD Coach
susan.cherwiniski@gmail.com
978-201-5275

Becca Colao, MA SCAC
ADHD Coach
www.coachbecca.com
www.thinkythink.com (blog)
becca@coachbecca.com
617-699-4192

Keleigh Lynch, Life Coach, E-RYT
plaidbodyproject.org
plaidbody@gmail.com
4th Floor,
419 Boylston Street, Boston, MA
Diinnergym.com
978-609-1564
**Additional Community Resources**

**Other Community Resources**

Career Center of Lowell  
[www.cclowell.org](http://www.cclowell.org)  
Phone: 978-458-2503

Anxiety Disorders Association of America (ADAA)  
[www.adaa.org](http://www.adaa.org)  
Phone: 240-485-1001

National Alliance on Mental Illness (NAMI)  
[www.nami.org](http://www.nami.org)  
Phone: 781-938-4048

Association on Higher Education and Disability (AHEAD)  
[www.ahead.org](http://www.ahead.org)  
New England AHEAD  
PO Box 88  
Boston, MA 02133

Mass Commission for the Blind  
[www.mass.gov/mcb](http://www.mass.gov/mcb)  
Phone: 617-727-5550

Mass Rehabilitation Commission  
[www.mass.gov/mrc](http://www.mass.gov/mrc)  
Phone: 1-800-245-6543

Mass Commission for the Deaf & Hard of Hearing  
[www.mass.gov/mdhh](http://www.mass.gov/mdhh)  
617-740-1600

Depression & Bipolar Support Alliance  
Lowell Support Group  
[www.dbsamerrimackvalley.org](http://www.dbsamerrimackvalley.org)  
Phone: 888-280-7773

Lowell Vet Center  
[www.vetcenter.va.gov](http://www.vetcenter.va.gov)  
Phone: 978-453-1151 (Lowell)
**Assistive Technology:**

**Kurzweil**
Kurzweil Firefly is a program that enables conversion of print to electronic text which can be read to the user. The program also offers a variety of study skills tools to make learning easy.

**pulse™ smartpen**
While you're writing, your smartpen is remembering—linking everything you hear to everything you write. Later, simply tap on your notes to replay the recording.

**JAWS®**
JAWS offers comprehensive screen reading capability that includes extended product customization through powerful utility managers instantly, with a tap.

**Dragon®**
Dragon Speech Recognition software gives you complete voice control of your digital world.

**Audio Books**
Download digital audio books online. Your books can be converted to an alternative format such as a PDF file to read out loud to you. The sources used to download audio books are the following Learning Ally, Access Text and Bookshare.

**Sensus Access**
This service can be used to convert inaccessible documents such as image-only pdf files or scanned images into more accessible formats. Automates the conversion of documents into a range of alternative formats including Braille, mp3, Daisy and e-books.

**Other**
Adaptive equipment and software.
Kurzweil Firefly How to Guide

Once Disability Services staff has given you a name and password, log in to www.fireflybykurzweil.com to access the information.

1) Use given log in information to log on to your account.
2) Click library home at the log in page
3) Click on “Jody Goldstein”’s file
4) Click the “Public” folder
5) When the folder opens, a complete list of uploaded files will show up, click on the chapter/book that relates to what you need.
6) At the top of the opened page, the reading tools are available.
   These are back to library, options, back, play, forward and the reading options select, size, dictionary and translation.
7) The white arrows on the left and right sides are to go back and forth on the pages.
8) For a more in depth tutorial, you can watch this 4min video at http://www.youtube.com/watch?v=VcSyMflGSX4
How to access assistive technology in vLabs

vLabs How to Guide

You can access Jaws and ZoomText at

https://www.uml.edu/portal/webclient/views/index.html

1) Use your uml email name and password to log on.
2) Click on uml learning commons (computer icon).
3) Access either Jaws or Zoomtext from the icon on the left.

Jaws is a screen reading program that gives blind, visually impaired, and otherwise print challenged individuals access to information on their screen by using speed synthesized output. Jaws is Job Access With Speech.

Zoom Text allows you to see and hear everything on the computer screen, providing complete access to applications, documents, email and the Internet.