

General Information

This handbook provides an overview of the services that Northern Michigan University provides for students with specific disabilities (learning, visual, hearing, mobility, psychological, and health). The policies and procedures for receiving services are presented here as well.

Admissions

Application to Northern Michigan University is a process that involves many people in various offices. It is best if applicants begin the process in a timely manner, either early in their senior year of high school or a full semester prior to transferring to NMU.

Applicants with disabilities are considered in the same manner as any other applicant. Therefore, taking the SAT, ACT, or other standardized tests under accommodated conditions will have no detrimental impact on the admissions process.

Prospective students can obtain an application for undergraduate admission from NMU by calling 906-227-2650, or by writing to:

Admissions Office
Northern Michigan University
1401 Presque Isle Avenue
Marquette, MI 49855

Applicants for graduate admission should contact the College of Graduate Studies at 906-227-2300.

Orientation

All incoming freshmen must attend Orientation. If you have accommodation needs, please contact Disability Services at 906-227-1700 in advance to make the necessary arrangements.

Note: No calculators are permitted for the Math Placement Exam.

Working With Other Agencies

Students with disabilities are strongly advised to work with their Department of Rehabilitation or Commission for the Blind counselor during your admission process. Different agencies have different requirements for eligibility and processing times, so it is best to contact your caseworker well in advance of your projected start date at Northern Michigan University.

Housing

All single undergraduate students must live in the residence halls unless they have reached

- junior status (56 or more hours of college credit);
- have resided four or more semesters in residence halls;
- are 21 years of age or older on or before the last official day of registrations for the fall semester;
- are residing at home with their parent(s) or legal guardian(s);
- are veterans who qualify for veterans' benefits by virtue of at least one year of active service in the armed forces;
- are taking eight or fewer credits during the semester in question.

Any student may apply for an exception to the housing requirement due to critical financial circumstances, serious medical reasons, or other extenuating circumstances which may prevent him or her from complying with the housing requirement. Applications are available from the Office of Housing and Residence Life or on-line. Please refer to

[Application for an Exception to the Housing Requirement.](#)

Single rooms are not granted as an accommodation for ADD/ADHD or Learning Disabilities. There are many quiet halls and a wide variety of quiet places to study on NMU's campus.

Registration

Before registering for courses, meet with your academic adviser to ensure that you will be enrolling in courses that meet your degree requirements.

Students may not register for classes if there is a hold on their records. A hold may exist for many reasons (financial, orientation, advising, etc). Contact the Student Service Center (227-1221) for further information.

Once you register for classes, contact the Disability Services office to meet with the DS Coordinator to arrange accommodations for your classes. Your accommodation needs may vary with different course formats and requirements. Your promptness is necessary to ensure timely delivery of services.

Academic Accommodations

Accommodations are determined on a case-by-case basis according to a student's documented needs, guidelines suggested by federal and state legislations and criteria set forth by Northern Michigan University.

Some students may need accommodations that alter the format of the printed materials used in the courses (Braille, audio recordings, electronic text, etc). These accommodations need to be made in advance of the semester for provision to be timely.

Some students may need accommodations in testing procedures and the delivery of course information (recording of lectures, receiving copies of lecture notes, etc.).

Once students are approved for accommodations, students receive an e-mail to their NMU e-mail account listing approved accommodations and what actions the students need to take.

Students receiving one or more of the following testing accommodations need to print off a copy of the e-mail for each course affected and make an appointment to meet with their instructors to review their accommodation needs:

- extended test time;
- testing in a separate room;
- testing in a quiet room;
- test reader; and
- test scribe.

The Disability Services office does NOT send notices to the instructors - that is the student's responsibility.

If the instructor is unable to provide the accommodation (due to unavailability of a suitable testing place, etc) the student needs to come to the Disability Services office and complete a Testing Accommodation Form for each test ONE WEEK IN ADVANCE OF THE TEST DATE. This ensures enough advance time for Disability Services to contact the instructor, make arrangements to obtain the test, schedule a testing room, and hire an auxiliary aide to proctor, read, or scribe as needed. Test forms turned in with less than a week's notice may not be able to be accommodated.

Changes made to the test date by the instructor will be accommodated in as timely a manner as possible.

If you have concerns, contact Disability Services.

Tips for Talking with Professors:

- Be on time for your appointment.
- Be courteous.
- Introduce yourself.
- Explain that you have a disability and have been approved for testing accommodations.
- Ask how they would like to handle the testing arrangements.
- Do not quote the ADA/IDEA or Section 504.

- Do not dictate policy.
 - Do not ask for unreasonable adjustments.
 - Do not demand large amounts of their time.
- Do not express anger or frustration toward the faculty member

A Brief Description of Typical Accommodations:

Extended Testing Time

This is uninterrupted testing time that is typically 1.5x the time allotted on the quiz or exam. If the test is 50 minutes, a person receiving 1.5x would have 75 minutes for the testing process.

Any tests administered by Disability Services will be proctored.

Separate Room for Testing

This is the test taker and the proctor in a room for the duration of the test.

Quiet Room for Testing

This is one or more test takers and a proctor in a room for the duration of the test.

Notetaker

This is typically a classmate who provides copies of their own notes for the student who is in class. If the student is absent, sleeping, or engaged in non-academic activities during the class session, notes will not be provided by the notetaker. The student is responsible for getting any paper notes from the notetaker after each class session.

The student needing the notetaker should be pro-active and ask class members to be their notetaker. Disability Services will post the need for notetakers by class section in the Student Announcement e-mails as well as on the window board of the DS office. In addition, the professors will be asked to announce in class the need for a notetaker.

Test Reader

This is a proctor who will read the test items as often as the student needs within the allotted test period. The reader may NOT explain, re-word, define, narrow down choices or give answers for any test item.

Any questions regarding the test wording or content should be addressed with the professor.

Test Scribe

This is a proctor who writes or types on a laptop, whichever the student dictates. The student is responsible for any corrections to grammar, spelling, or structure.

In order to provide as equitable an environment as possible, the scribe will use their own laptop to provide this service to eliminate the possibility of accessing notes or course materials inadvertently.

Campus Resources

NMU provides many resources to students at no charge:

Academic and Career Advisement Center
3302 Hedgcock
227-2971

Room 103 Jacobetti Center
227-2283

All Campus Tutoring (ACT)
LRC Room 111H
227-2618

Computer Science Tutoring
New Science Facility 1207

Language Lab
203 Jamrich
227-2043

Math Lab
West Science 3810
227-1612

Student Support Services
3302-3 Hedgcock
227-1550

The Writing Center
LRC Room 111G
227-2683

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ADA Statement

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office by: coming into the office at 2001 C. B. Hedgcock; calling 227-1700; or e-mailing disserv@nmu.edu. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.