

IMPORTANT INFORMATION & KEY DATES FOR SEMESTER 2, 2011

ANNOUNCEMENTS

1. Online Request System

A new online system has been developed to enable you to more effectively manage your academic needs and access support from Disability Services. The new system also allows you to:

- Create and view your profile
- Upload documentation
- View your eligibility for services
- Request services and check on the status of those requests

The online system replaces the forms previously available on our website and will reduce the need for you to email specific requests directly to Disability Services.

The first time you log in you **must read and acknowledge** the Use of Disclosure of Personal Information form. **Also read** the Disability Information form and acknowledge if appropriate.

How Do I Access the System? Visit <http://sydney.edu.au/disability/assist> and login with your UniKey.

How Do I Lodge a Request? Once you have logged in, click on the 'Add New Service Request' link on the right hand side of screen. Choose the service that you need from your listed eligibilities, and fill in the details.

For further information on accessing services through this system, visit sydney.edu.au/disability or email disability.services@sydney.edu.au

2. Assessment Adjustment (Extensions) Policy

You may be aware that the assessment adjustment (extensions) policy has been reviewed. Disability Services considers that up to 2 weeks extension for assignments is a reasonable adjustment. However, you may not always need up to 2 weeks extra time, for instance for smaller assignments weighted at 20% or below. In these instances the standard 2-week extension may not be appropriate. Other considerations may include the impact of the extension length on the integrity of the course, other students and staff.

This may be taken into consideration by the unit of study coordinator when they receive the adjustment advice from Disability Services, and you will be notified if there are any concerns about the adjustment you have requested.

3. Supporting Documentation Form

Further information will be sent out to you in a separate email.

SEMESTER 2 DEADLINES FOR SERVICES

Please note the Semester 2 deadlines for some of the services you may need to submit Service Requests for:

Timetable Modifications: The deadline to lodge service for timetable modifications was Friday, 8 July. Urgent requests after these dates can be made, however it is important to note that there may be a delay in receiving a response and that the request may not be possible. You can also utilise the timetabling queues on campus.

Academic Plans: If you enrol in any units of study offered by the Sydney Law School, the University of Sydney Business School, or the Faculty of Health Sciences, you will need to request an Academic Plan **no later than the end of week 2 (Friday, August 5)**.

Disability Notification Letters: If you would like to provide your teaching staff with advice regarding your registration with Disability Services, we can provide you with a Disability Notification letter. Students with specific impairments that require support and assistance from lecturers and tutors, such as hearing and vision impairments, are advised to utilise this letter. We encourage you to organise this as early as possible.

Texts / Alternative Formatting / Captioning: If you require alternative formatting of texts or captioning of audio-visual material, please submit your request **by beginning of week 3 (Monday, August 8)**

Lectopia: Eligible students must submit their Lectopia requirements **no later than the end of week 1 (Friday, July 29)**. You should wait until you have attended your first week of lectures and determined which subjects have no other resources available before submitting your request.

Note-taking: Eligible students must submit their note-taking request **no later than the end of week 2 (Friday, August 5)**. You should wait until you have attended your first week of lectures and determined which subjects have no other resources available before submitting your request.

Assignment Extensions (Assessment Adjustments): Extension requests must be made **no later than 5 days prior to the assignment deadline**.

Exam Adjustments (In-Department): Adjustments must be submitted **a minimum of 2 weeks prior to any exam**.

Eligible students can plan their assessment requirements ahead of time by submitting extension and adjustment requests at the beginning of semester.

IMPORTANT

Please check your disability information in [MyUni](#). Log in to the MyUni portal, select the 'MyAdmin' tab, and click on 'Demographic and disability information'. Please note that you do not have to update this information to remain registered with Disability Services. Updating your information on MyUni is voluntary.

OTHER USEFUL INFORMATION

Student FAQs: <http://sydney.edu.au/stuserv/disability/faq.shtml>

The Learning Centre: The Learning Centre provides a range of free learning resources and ongoing assistance throughout the year via workshops. For more information visit http://sydney.edu.au/stuserv/learning_centre/index.shtml

Library Assistance: Each faculty has a Faculty Liaison Librarian assigned to assist their students. You can contact your librarian for any type of library-related assistance. For more information visit <http://www.library.usyd.edu.au/contacts/subjectcontacts.html>

Attendance: If you have difficulty meeting your attendance requirements, review your study-load and consider reducing it to a more manageable level, as Disability Services will not be able to provide any adjustments to your attendance requirements. As with all students, you will need to address absences through Special Consideration or direct liaison with your faculty.

Special Consideration: Should you miss an exam or other assessment, you will need to address this through Special Consideration, providing the relevant medical documentation to support your application. Disability Services cannot contribute to special consideration applications. Please ensure you are aware of your faculty's special consideration policy.

Applying to Discontinue Not Fail (DNF) after the Census Date: If your disability impacts on your ability to meet the requirements of a subject and there is no expectation that you will be able to complete the subject, you can submit an application to your faculty to Discontinue Not Fail from the subject. You will need to write a letter of appeal and attach a letter of support from your treating specialist. Check your faculty's website to determine if there is a DNF form.

Managing Your Studies

If you are having difficulties managing your academic requirements make an appointment to see a Disability Services Officer to discuss a plan to better assist you in managing your studies.

Contact

Disability Services
Level 5, Jane Foss Russell Building G02
The University of Sydney NSW 2006
T +61 2 8627 8422
E disability.services@sydney.edu.au
W sydney.edu.au/disability