



# Disability Services Office at Kutztown University

Volume I  
Issue I

February 2011

## A Message From the Director of Disability Services

Welcome to the first Disability Services Office newsletter! We are fortunate to have Jackie Conley as a writing intern for this semester, and one of her projects is producing a newsletter. Jackie is a senior English/Professional Writing major, Literature minor and accomplished in her area of expertise. Jackie has been the Copy Editor

and Designer for *The Collage*, the College of Liberal Arts and Sciences Alumni Newsletter, Copy Editor for the *Journal of Dracula Studies*, and Chief Copy Editor for *Shoofly Literary Magazine*. Jackie demonstrates excellent leadership ability as exemplified by serving as the Phoenix Group's president for two years. She is interested in

disability rights and awareness and therefore has an interest in helping Disability Services to inform the Kutztown community. This newsletter focuses on the mission of Disability Services and the dedicated staff that carries out the mission. Enjoy!

Have a rewarding semester,  
**Patricia J. Richter**  
Director of Disability Services

### Inside this Issue

Message from the Director	1
Welcome to the office	1
Upcoming Events	1
Did You Know	1
Testing Center	2
Meet the DSO Staff	2
Transition Academy Day	2

### Upcoming Events

- **Transition Academy Day 2011**  
-February 28, 2011
- **Educational Program on Traumatic Brain Injury (TBI)**  
-March 24, 2011  
SUB Alumni Auditorium  
3:00-4:30 p.m.
- **Spring Break**  
-March 7-11, 2011

### Did You Know...

You can connect a TV monitor to a microscope to enlarge images.

DO-IT at the University of Washington

## Welcome to the office

The Disability Services Office—commonly referred to as the DSO—welcomes students, parents, staff, and faculty.

The DSO complies with its mission, which states: Kutztown University is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the university's policy to adhere to the Americans with Disabilities Act of 1990 and to be in compliance with all regulations. Therefore, the DSO is here to assist the university in meeting the needs of persons with disabilities who are members of the academic community or who utilize university facilities.

Although the mission is clear, many people in the KU community often wonder what accommodations the DSO offers. The services the DSO provides, the expectations of students, and whether faculty and staff have access to use the DSO for accommodations are all topics that someone outside the current DSO clientele may ponder.

The answer is yes, faculty and staff do have access to accommodations if they have a documented disability. However, all accommodations, whether requested by students, staff, or faculty, must be reasonable as determined by the DSO and Kutztown University.

Located in 215 of the Stratton Administration Building, the DSO is the first place many accepted, incoming KU students may go. This is encouraged because one will most likely receive accommodations or at least have an accommodation plan before starting his/her first day as a college student.

As an incoming freshman, one is expected to have a documented disability at the time he/she signs up for accommodations. Proper documentation is required. If one is unsure of the necessary documentation for his/her disability, they are encouraged to call the Disability Services Office.

Some of the accommodations available at KU through the DSO are:

- Quiet testing in the DSO's Testing Center, located in 205 Stratton Administration Building
- Extra Test Time
- Having a note taker
- Priority Registration
- Letters of Accommodations to Professors
- Texts in alternative format
- Readers and scribes
- Accessible entry to buildings
- Access to assistive technology
- Interpreters
- Captioning

Please visit the Disability Services website to find out additional information about these services and more or stop by the DSO today!

# New Testing Center

The Disability Services Office has a new Testing Center for students' use located in room 205 of the Stratton Administration Building.

The Testing Center assists students who require test-taking accommodations. However, students may only use this facility if faculty cannot provide the accommodations due to space, location, or technology limitations.

The center has eight office-size rooms for students' use. Each room has a desk and chair, and room for another person if

needed (in the case of a test reader or proctor).

Due to its spacious lobby, there is plenty of room for students to leave their belongings, which they must do before taking their test.

When students are taking a test, they must first report to 215 Stratton Administration Building to check-in. However, during final exam week, students must report directly to the Testing Center in room 205. This is due to the amount of students taking



An example of a testing room.

exams with the Disability Services Office during final exam week.

To request to take tests in the Disability Services Office

Testing Center, please use the online form, located on the Disability Services website, under "Current Students" on the Kutztown University website. Note that only students who qualify for this accommodation will be permitted to submit requests online.



This photo shows the new Testing Center lobby.

## Meet the DSO Staff, part of the Division of Equity and Compliance



**Jesus A. Peña, Esq., Associate Vice President for Equity & Compliance**

The DSO is under the supervision of the Associate Vice President.



**Patricia J. Richter, Director of Disability Services**

As the Director of Disability Services, Pat's responsibilities include, but are not limited to: reviewing student documentation and determining

reasonable accommodations, meeting with individuals to discuss accommodation plans, and serving as a liaison between students, faculty, staff, and on-campus offices to ensure provision of accommodations to students and employees with disabilities. She also co-advises the Phoenix Group and Delta Alpha Pi, chairs the ADA Task Force, and serves on various committees.



**Maggie McLaughlin Yannes, Provider of Services**

As the Provider of Services, Maggie's role includes but is not limited to the development and maintenance of the

incoming and current student private database and management of the Testing Center, which includes aiding students in the processes and procedures of test taking at the DSO. Maggie ensures that all students requiring alternative text books receive them in a timely manner. She also serves as co-advisor to the Phoenix Group.



**Pat Trexler, Office Manager/Secretary**

Ms. T, as she likes to be called, will greet you when entering the DSO. She assists visitors to address their needs,

handles inquiries, provides administrative support and more. She serves as office manager and keeps all operations running smoothly. Ms. T served as the Interim Provider of Services from November—mid-February while Maggie was on maternity leave. Thanks for doing a great job, Ms. T!



**Elaine Mara, Graduate Assistant**

*Student Affairs in Higher Education—Administration, '12*

Elaine worked in the DSO as a student worker for a year and a half. She is now in her second year as the Graduate Assistant (GA) coordinating the note taking service which includes processing applications, matching note taker requests, hiring, and payroll tasks to ensure the reasonable accommodation of notes for students who require them.



**Amanda Smith, Student Worker Business Administration Management, '11**

Amanda monitors and tracks the submission of notes, scans textbooks, burns CDs, and notifies students when these are ready for pickup. She also distributes notes and works in conjunction with the GA. She has been with the office for two years.



**Penny Jonas, Interim Secretary**

Penny served as interim secretary from November—mid-February. Thank you, Penny, for a job well done!

## Transition Academy Day 2011

Kutztown University and the Berks County Intermediate Unit's Transition Coordinating Council have been hosting Transition Academy Day for the past four years.

High school students with disabilities who are researching or visiting colleges come to KU to experience a day on campus. They listen to a panel of current KU students with disabilities talk about their college life, attend a real class, eat lunch with a KU student, and even attend a class where they discuss a reading they were assigned before even coming to campus.

This is a great way to help high school students with disabilities get a taste of college life, thus making the transition much easier.

**This newsletter was written by Jacqueline M. Conley, writing intern for the Disability Services Office at Kutztown University.**