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Our Mission
The goal of this newsletter is to help students registered with our office:

- Become familiar with tools, techniques, and resources to fine tune their academic skills, which may be impacted by their disability
- Have an increased awareness of departments and services available on campus and how they can assist students with a disability
- Gain a greater understanding of Disability Services policies and procedures

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Exam Preparation Strategies

Testing strategies are necessary before, during, and after taking tests. Before you take an exam it is important to know how to prepare for the type of test or performance that will be required. During the exam, you need to know how to make sure you perform your best when you actually take the test. After you get your exam back, review your work and determine if you should change the way you study for a similar test in the future.

Before the Exam:

- 90% of new material is forgotten after 24 hours - make a study schedule and begin studying 2-3 weeks in advance
- Find out the type of exam you will be given – multiple choice, essay, fill in the blanks
- Create practice test questions and try to answer them
- Define important terms from your reading
- Create a study environment as similar as possible to where you will be taking the exam
- Study with others to teach and test
- Ask the instructor for an old exam from the course and review the questions
- Notice the relationship between your textbook and lecture notes. Does your professor review the text or must you read your textbook on your own?
- Get sleep and eat breakfast

During the Exam:

- Have a positive mindset
- Be aware of time, place, and materials required for the exam
- Preview the exam before you begin
- Answer from the perspective of instructor for the specific course
- Pace yourself
- Use stress reduction exercises
- Read directions and questions carefully before answering
- Save difficult or time-consuming questions for last (mark the item so you can find it later)
- Check to make sure you fill in the correct answer on the scantron or exam
- Go over the exam and check your answers
After the Exam:

- Notice whether the exam is an emotional trigger and try to remain calm
- Release any stress you may have through exercising, personal hobbies and interests, or hanging out with friends
- Listen carefully to your instructor in class
- Read the instructor’s explanations carefully
- If you still have a problem, make an appointment to meet with your instructor and ask for help to explain what you missed
- Visit tutoring services to review any errors you made on the exam. It helps to understand why you made mistakes to build a strong foundation for your next exam

**Resources for Students with Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder**

Did you know that the Student Success Center has an Academic Coach that works specifically with students with ADD/ADHD? Academic Coaching provides students with the opportunity to individually meet with staff members of the Student Success Center to discuss challenges impacting academic success and create goals for improvement. The Academic Coach for students with ADD/ADHD assists students in learning, developing, and utilizing a variety of strategies to manage executive functioning skills.

The Student Success Center has developed a test preparation plan specifically for students with ADD/ADHD. The test preparation plan is designed to help students outline a study strategy for their upcoming exam. In addition, the student will examine their study strategies, develop a plan in accordance to their goals for the test, and identify where changes need to be made to their studying habits. This plan is designed for students to use for each exam throughout the semester, so that they may continuously seek to improve their techniques. To receive and work through a test preparation plan, students are encouraged to schedule an appointment with the Academic Coach for students with ADD/ADHD by making an appointment in SLU Appointments at [myslu.slu.edu](http://myslu.slu.edu) or by contacting the Student Success Center (314-977-3484).
Tutoring and Supplemental Instruction Services

Tutoring and Supplemental Instruction Services provides free tutoring and Supplemental Instruction (SI) for a large number of foundation level courses. The tutors and SI leaders are undergraduate peers who have taken and excelled in the courses for which they tutor.

Tutoring involves face-to-face individual sessions with a trained tutor who has taken the course before and received a grade of B or better. This is an opportunity to ask specific questions about the course materials, course, or test preparation. Visit the following webpage for a list of courses with tutoring available. You may make an appointment for tutoring through SLU Appointments at myslu.slu.edu.

Tutoring is available:

- Sunday from 5-9pm
- Monday through Thursday from 9am to 9pm.

Tutoring is available at four different locations on campus:

- Busch Student Center 331
- Busch Student Center 354
- Griesedieck Residence Hall
- Reinert Residence Hall
- School of Nursing, Suite 114

Supplemental Instruction (SI) sessions are led by student leaders who sit in the courses and facilitate three group-style tutoring sessions per week. SI sessions provide opportunities for collaboration, discussion, and problem solving with your peers. Similar to tutoring, SI sessions are scheduled between Sunday through Thursday, 4-9pm within centrally located classroom buildings. Visit the following webpage for a complete list of courses, times and locations. No appointment is necessary to attend SI sessions!
Common concerns addressed by tutors and SI leaders:

- Academic Success
- Time Management
- Study Skills
- Test Taking Strategies
- How to communicate with instructors

What can you expect from tutors and SI leaders?

- A solid understanding of the subject matter for which you are requesting additional assistance.
- Encouragement during the learning process. Tutors and SI leaders will not give an answer, but rather, provide you with insight to help you come to the correct conclusion independently.
- Patience in times of frustration and difficulty.
- The troubleshooting ability to find gaps in information previously learned and a willingness to fill those gaps so that educational growth may occur.
- Understanding and acceptance.
- Explanation of concepts and course material that is catered to your individual learning style.
- Knowledge of a wide range of campus resources.

Disability Services Spotlight

Out of Class Testing Procedures

Saint Louis University has two Testing Center locations.

- If your classes are on the Frost campus:
  Frost Campus Testing Center
  Beracha Hall 108
  314-977-5176
  testctr@slu.edu

- If your classes are on the Medical Center Campus:
  Medical Campus Testing Center
  School of Nursing, Suite 114
  314-977-8992
  medtc@slu.edu
Any students approved for Out of Class testing must complete the entire **Out of Class Test (OCT) Form** to take a test at the Testing Center. Students need to be certain all information is correct on the form. The OCT form should be submitted to the Testing Center, either digitally or as a hard copy to the Frost Campus Testing Center or digitally to the Medical Campus Testing Center. The OCT form must be submitted at least one week before the scheduled exam. Although it is preferred that the student complete the form, the Testing Center will accept forms from faculty.

Students who turn in late OCT forms will receive a warning. After three warnings, students will be required to meet with a member of the Disability Services' staff. This would repeat following an additional three warnings. Students will continue to be allowed to use the Testing Center once a meeting with Disability Services has taken place.

Students need to arrive on time to the exam; 15 minutes grace period is given. If a student is late or does not show up, the instructor will be notified to confirm if the test can still proceed.

The student will need to present their SLU ID for Testing Center staff to confirm his/her identity. The student can place all belongings, except cell phones, in lockers at the Frost Campus location. Cell phones are labeled and kept at the Testing Center Coordinator's desk. Phones must be turned off. Only pencils and testing materials, unless otherwise specified, will be permitted in the testing area.

Student may take a water bottle/container that has a cap or lid into the testing area. Unless approved as an accommodation, no student is permitted to have food.

Testing Center staff will remind students to use the restroom prior to starting an exam. Students will be allowed to take a quick restroom break if needed during exams, but must leave all test materials in the Testing Center.

Testing Center staff will provide students with a 5 or 10 minute warning, when the scheduled time is almost up. When time is up, staff will retrieve the student and all the test materials from the testing area.

If a student has a question during the exam, the Testing Center will follow the instructions written on the OCT form. If nothing is written or the method fails, students will be directed to answer as best as possible and write their question(s) on the exam. Testing Center staff will make a note for the instructor to alert that the student had a question during the exam.
Renew Your Accommodations for Next Year

Students must renew their accommodations annually. Reminder emails are sent to the student’s SLU email address during the summer prior to the start of each fall semester. The Renewal of Academic Accommodations form must be submitted to disability_services@slu.edu prior to the start of fall semester for your accommodations to be implemented in a timely manner.

To continue receiving the same accommodations, the student will need to mark off the statement: “I am requesting continuation of the accommodations I am currently receiving from SLU” and submit the completed form to Disability Services.

If the student is seeking an adjustment of their accommodations, they will need to mark off the statement: “I have a change in diagnosis and/or my current accommodations are not meeting my needs” and submit the completed form to Disability Services.

The student will need to meet with Disability Services again to discuss updating their accommodation plan. An appointment can be made through SLU Appointments at myslu.slu.edu. If the change in accommodations they are seeking is due to a change in diagnosis, the student will need to submit documentation of the new diagnosis.

Saint Louis University Disability Services

http://www.slu.edu/x24491.xml

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