

## Disability Services

Dear Students,

Welcome to the Spring 2014 academic school year at Philadelphia University. As the new semester begins, I would like to introduce myself to you again. Disability Services is here to assist you with your college experience and can provide you with many resources.

### Logistics regarding Disability Services

- Location: 102D Kanbar Campus Center
- Hours: Usually 8:30 – 4:00, Tuesday – Thursday, with some flexibility on Monday and Friday
- **Contact Information:** [gingoldz@philau.edu](mailto:gingoldz@philau.edu) 215.951.6830. Email is the preferred way to contact DS. I am not here everyday, but I will get back to you in a timely manner. But, feel free to stop by my office if the need arises.

### Student Responsibilities

- Beginning of the semester: please provide me (via scan/fax/hand-off) with the form entitled “Release/Notification of Information.” This form (located in my office and online) provides me with the names of your instructors, so that I may prepare accommodation letters for you. It will take about 1 week from submission of the form to completing the letters for you to pick up. Or, you may email me your schedule.
- Provide the accommodation letters to each instructor. (**STUDENTS MUST PROVIDE THE LETTERS TO INSTRUCTORS.**)
- Talk with your instructor regarding any testing accommodations **prior** to your exams.
- Exams: Submit the form entitled “Exam Scheduling Form” to me 5 days prior to your exam. (Form located in my office and online.) This form provides me with logistical information regarding your exam. (My office will try to schedule your exam as close to the “real” exam time; however, flexibility is needed. Exams will normally begin between the hours of 8:00-3:00.
- Notify me if you are not receiving the accommodations you need.
- Talk to me if you have any questions, concerns.....

### DS Responsibilities

- Review paperwork/documentation in a timely manner.
- Provide accommodations in a timely manner.
- Make myself available to you to discuss any concerns.
- Provide you with resources if needed.
- Uphold confidentiality.

*Looking forward to a successful year!*

*Zoe Ann Gingold, MA*

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