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Our Mission

The mission of Student Accessibility Services (SAS) at the College of William & Mary is to create a barrier-free environment for matriculated students with disabilities by considering reasonable accommodation upon request on an individual and flexible basis. SAS strives to foster student independence, encourage self-determination, emphasize accommodation over limitation, and create a comprehensive, accessible environment to ensure that individuals are viewed on the basis of ability, not disability.
Meet the Staff

Lesley Henderson, M.Ed., Ed.S.
Director of Student Accessibility Services
Assistant Dean of Students

Chelsea Mullins
Coordinator for Student Accessibility Services

Haley Naiser
Graduate Assistant for Student Accessibility Services
Accommodation Process

Step One

Register with our office online using the following link https://wm-accommodate.symplicity.com/public_accommodation/

It will ask you questions regarding the diagnosed condition for which you need accommodations, how the condition impacts you academically and what accommodations you are requesting.

It’s okay not to know what accommodations you need. We can help you with that during step 2.

Step Two

Make an appointment with our office by contacting sas@wm.edu or calling 757-221-2512. Our office is open Monday through Friday, 8am to 5pm. Our office has three staff members consisting of the Director of Student Accessibility Services, Lesley Henderson, our coordinator, Chelsea Mullins, and our graduate assistant, Haley Naiser. Our office does have busy seasons at the beginning and end of the semester, so the earlier you contact us, the sooner we can process your accommodations.

Important: Please be sure to call the SAS office (757-221-2512) or go to https://10to8.com/book/sas/ and set up an appointment with SAS staff when you want to register with SAS. You may increase the speed of the registration process by reaching out directly to request an appointment.
Step Three
Provide relevant medical documentation (see p.10 for more info)

There are several different ways to get the documentation to us. You can:

- Fax it to 757-221-2538
- Upload it to your accommodate account while you register
- Email it to us at sas@wm.edu
- Hand it in in-person at an appointment, or to a staff member in the Dean of Students Office at Campus Center 109

Communicating With Professors

The best way to get the full use of your accommodations is by effectively communicating your needs to both us and your faculty.

Communicating with professors can sometimes appear intimidating or difficult. However, professors want students to succeed in class just as much as a student does. Therefore, it is imperative that you are in good communication with their professors regarding your accommodations. The best way to start effective communication is to talk to the professor in person, either by staying after class or going to their office hours. Another way to communicate is via email, though face-to-face communication is always best so that the faculty member can put a face to the name. Also, we strongly encourage students to reach out to SAS staff if they are having trouble or need practice with professor communication. SAS staff are happy to help facilitate the conversation.

Even though SAS Staff send out faculty letters after accommodations are approved, it is the student’s responsibility to talk to their
professors after their accommodation letters go out to ensure that each professor is clear on what the accommodation(s) mean for both parties. For example, in regards to testing accommodations, a student must talk to their professor before each exam so that the student and professor can agree upon and arrange where you will be taking your tests for the course. Do not wait for your professor to approach you – they rely on you to let them know *each time* you need to activate your ADA accommodations!

If a student fails to effectively communicate with their professor, it will make it difficult for them to properly accommodate the student!

Contact us at sas@wm.edu or 757-221-2512 if find that you need assistance with this communication or have any concerns. We are here to help!

Resources

Counseling Center
Phone: (757) 221-3620
Fax: (757) 221-3615
Location: Second floor of the McLeod Tyler Integrated Wellness Center
Hours of Operation: Monday - Friday
  8:00 a.m. - 12:00 pm
  1:00 p.m. - 5:00 pm

Tribe Tutor Zone*
Make an appointment: www.wm.edu/tutors
Location: Swem Library
Programs: One-on-One Tutoring, Small Group Workshops, Time-Management Consulting  
Hours: Monday – Thursday 10am – 10pm  
Friday – Saturday 10am – 6pm  
Sunday 1pm – 10pm  
Cost: $12 for 60 minutes of tutoring  
Note: SAS can pay for your tutoring sessions!* Please speak with SAS staff if you want to learn more about funding for SAS student tutoring.

Cohen Career Center  
Phone: (757) 221-3231  
Email: career@wm.edu  
Location: Cohen Career Center, between Sadler and Zable Stadium  
Hours of Operation: Monday – Friday, 8am – 5pm  
Quick-Advising Hours: Monday - Friday 2-4 pm

Student Health Center  
Phone  
Appointments: (757) 221-2998  
Information: (757) 221-4386  
Fax: (757) 221-1245  
Pharmacy: (757) 221-2190  
Emergency: 911  
Location: 240 Gooch Drive  
Hours of Operation: Monday, Thursday, Friday, 8am – 5pm  
Tuesday, 8am – 7pm  
Wednesday 10am – 5pm

Residence Life  
Phone: (757) 221-4314  
Email: living@wm.edu  
Hours of Operation: Monday – Friday, 7:30am – 5pm  
Location: Campus Center, 212
In order to be granted ADA accommodations, you must provide sufficient medical documentation. Oftentimes, a completed Healthcare Provider Form (both types of which can be found here: http://www.wm.edu/offices/deanofstudents/services/studentaccessibilities/services/forms/documentation/forms/index.php) can be sufficient. For learning disabilities (such as ADHD or Dyslexia), a complete Psychoeducational Assessment from the last three years is required. If you are unsure about what kind of medical documentation you are required to provide, feel free to contact us sas@wm.edu or call 757-221-2512 or see our guidelines here: http://www.wm.edu/offices/deanofstudents/services/studentaccessibilities/services/students/requesting-accommodations/documentation/documentation%20guidelines/index.php
How to Renew Accommodations

1. Log into your account at https://wm-accommodate.symplicity.com/sso/students

2. Select the "Accommodation" tab at the top/left of the screen (among multiple tabs).

3. Select "Semester Request" from the drop-down menu.

4. You will then see a list of your past accommodations. Scroll to the bottom of the list and there will be a very subtle grey button that reads "Request Accommodation." Click this button and for each accommodation that you have, request that accommodation for the current semester. (If you have multiple accommodations, you will repeat this process.)

5. Submit the request, and we will then get your Semester Request on our end.

Important: If you wish to add new accommodations you have not had before or alter existing ones, you must book an appointment with one of our staff members to discuss this first. In some cases, you may be required to submit more medical documentation. In order to make an appointment, email sas@wm.edu or call 757-221-2512.
How to Access Accommodations Letters

1. Log in to your Accommodate account at https://wm-accommodate.symplicity.com/sso/students
2. Go to the "Accommodations" tab
3. Select "Accessibility Letters" from the dropdown menu

How to Book the Watson Lab

BEFORE YOU BOOK A TEST YOU MUST:

1. Contact your Professor at least FIVE (5) class days prior to the exam to make arrangements for alternative testing space.
2. You MUST make your appointment to take a test AT LEAST 48 HOURS before you plan to take the exam.
3. If you plan to take your exam at a different start time or date from your class schedule, you MUST get approval from your professor.

NOTE: Appointment times cannot be scheduled outside of Watson Lab hours. For example, if your exam will take 2 hours, the last possible time you can schedule your exam is 3:00 PM. Further, this is NOT an excused absence, so do not schedule an exam that will overlap into another course on your schedule or make you late to another class.

You have to be registered for test accommodations through SAS to even see a “Testing Room” tab on your student-side of Accommodate.
If you are not registered for test accommodations, but would like to be considered for this accommodation, please contact SAS at sas@wm.edu or (757) 221-2512 to make an appointment to review your request.

1. Follow the link: http://wm-accommodate.symphlicity.com/sso/students. Log in through the CAS portal.

Once you get through the CAS portal (by entering your W&M userID and password), you will see the Accommodate home page, with green tabs at the top of your screen.

2. On the far right, you will see a green tab that says “Testing Room.” If you do not see this green tab, that means you are not currently registered for testing accommodations and need to contact SAS in order to review your accommodations.

Navigate to the “Testing Room” tab to schedule your test in the Watson Lab.
3. You will now see the Testing Room home screen. Navigate to “New Booking Request” on the bottom left of your screen.

4. First, choose the course for which you would like to book a test in the Watson Lab from the drop down menu.
Next, select the date you would like to take the exam. You are able to indicate a range of dates. If you would like to take the test on a specific day, select that date on both calendars.

Move the slides to indicate the time range in which you would like to take the test. This will populate the right side of the screen with available appointments during that time period.
Then, indicate the amount of time your test will take **INCLUDING** any extended time you receive. Examples:

- If the test is being taken during a 50 minute class period and you receive 25% extended time, indicate the length of your exam is 70 minutes (Note: the actual amount of time you will have is 62.5 minutes, but this is not an available option on Accommodate. Please round up to 70 minutes to ensure you have enough time to complete your own exam.)
- If you receive 50% extended time, indicate the length of your exam is 75 minutes,
- If you receive 100% extended time, indicate the length of your exam is 100 minutes.
- If the test is being taken during an 80 minute class period and you receive 25% extended time, indicate the length of your exam is 100 minutes,
- If you receive 50% extended time, indicate the length of your exam is 120 minutes, and
- If you receive 100% extended time, indicate the length of your exam is 160 minutes.
Next, choose “Campus Center” from the building drop down menu.

Note: During final exams, you may not be able to make a testing appointment in Campus Center. At these times, an alternative testing site will be available as an option in the building drop down menu. If no appointments are available in Campus Center, please schedule an appointment at the alternate testing site.
Finally, choose the desk at which you would like to take your exam.

IMPORTANT: If you would like to take your exam in the **soundproof booth**, you must schedule your test in the soundproof booth.

If you need to use one of the **computers** available in the Watson Lab, make sure to schedule your exam at Desk 1, 2, or 3.

5. You should now see available appointments meeting your criteria on the right side of the screen. Choose which appointment you would like to book.

Note: Make sure the appointment you are booking has the correct day, time, and desk listed.
6. Once you choose which appointment you would like, another box will appear on the screen.

Here, you will be required to enter your Professor’s name and the exam you are taking (please be specific, if you are taking 4 chemistry classes, and indicate you are taking a chemistry exam; otherwise, it is unclear in which class you will be taking an exam).
Please enter which accommodations you will be using for this test. It is IMPORTANT to include (1) if you need a scantron substitute (i.e., your accommodations are to avoid use of Scantron for response selection), (2) if you will be using a Watson Lab computer, or (3) if you will be using a personal computer for your test.
7. Submit your request. The SAS office receives this request on their end of the Accommodate system.

8. When arriving for your exam, check in at Campus Center 107 (or, if closed, Campus Center 109). You must store belongings including cell phones (unless otherwise stated as part of your accommodations) and personal items not needed for the test inside of the closet in 107 (or 109). These can be retrieved once you have completed the exam.