RETURNING SAS STUDENT CHECKLIST

EVERY SEMESTER, registered SAS students are responsible for the following, as applicable:

☐ Obtain a copy of your Faculty Contact Sheet with the current semester on it, by…
  (1) Checking your MU e-mail for an attachment from access@marymount.edu (it may have already been sent to you, during the summertime or over the winter break),

  OR,

  (2) E-mailing access@marymount.edu, to request a digital copy of your letter,

  OR,

  (3) Visiting the CTL Academic Services staff or Coordinators (M-F, 9a-5p) to pick up a copy*.

*CTL Academic Services staff and Coordinators can provide students with a hardcopy of their existing letter (or make copies for them to give their instructors). Students must schedule an appointment with the SAS Director, if requesting new or different accommodations. Appointments with the Director of SAS scheduled through Starfish (instructions online and at the CTL scheduling kiosk, in Rowl G105).

☐ Provide a current copy of your current Faculty Contact Sheet to your instructors and obtain their signatures—during the office hours that they establish on their course syllabus and on the first day of class.

☐ Return your signed Faculty Contact Sheet to the CTL front desk, along with your faculty signature pages. If you need to discuss any concerns, please schedule an appointment with the Director online (Starfish scheduling instructions online or at the CTL).
  ➢ For digital or audio books, please complete an “Alternate Format Text Request Form” (available on the SAS website) and send to: access@marymount.edu, or drop off at the CTL front desk. These forms do not go to the Director of SAS. You will receive an e-mail from the CTL/SAS, when your files arrive. Not all books and formats will be available. Students are encouraged to purchase the most accessible version of their textbooks from the start.
  ➢ For access to Smartpens or Read and Write Gold (text-to-speech reader software), please review the “Accessible Technology” section of the SAS website. There are MU-customized help videos for this technology posted online. If you are approved for a loaner Smartpen and need to pick it up or renew it for the semester, please e-mail: cwatnee@marymount.edu.

☐ READ IMPORTANT NOTES ON SCHEDULING SAS APPOINTMENTS:

• Students who wish to meet with the Director of SAS must log-in to Blackboard, select the Starfish tab, and locate the Director’s appointment calendar under, “My Success Networks” on the left. This is the fastest and easiest way to schedule an appointment with the Director.

• Students may also use the scheduling kiosk at the CTL front desk, in Rowley Hall, G105. Starfish appointment instruction cards with screenshots are available on the SAS website and at the CTL front desk, next to the scheduling kiosk. Please request help from the front desk staff, if you need assistance.

The SAS Office has extremely high traffic during the first few weeks of classes, just before midterms, and during the last few weeks of the semester. Unfortunately, if the SAS Director’s calendar is completely full, walk-ins and unscheduled phone meetings cannot be permitted. Please reserve your appointment, well in advance.

• Your concerns are important and we want to address them in a timely fashion, so if you have an urgent matter, please check the Starfish calendar for a same-day or next-day appointment opening, before you e-mail the Director or Academic Support Coordinator. If there are no appointments available in the Starfish calendar, it means that the day is completely packed with other students and meetings. Please select another date.

• During the busier times of the semester, other student’s appointments cannot be moved around to fit your individual availability. If another student cancels their appointment, it will automatically show up in Starfish as being “available” and then you can reserve at that time block for yourself.
For assistance with scheduling and/or Starfish, please e-mail starfish@marymount.edu, or contact the CTL front desk: 703-284-1538, and they will connect you with an Academic Support staff member.