

NUMBER: OSDS 4.00

SECTION: Office of Student Disability Services

SUBJECT: Communication with Students

DATE: July 1, 2007

REVISED: January 1, 2012

Policy for: Office of Student Disability Services; Columbia Campus

Procedure for: Office of Student Disability Services; Columbia Campus

Authorized by: Karen Pettus

Issued by: Office of Student Disability Services

I. Policy

The Office of Student Disability Services uses several methods to communicate important information with students. All important announcements are sent to students via the Student Disability Services website, Blackboard Page and/or Blackboard Email, Facebook, and Twitter. Any student with accessibility concerns related to using any of these methods should contact OSDS at 777-6142 or visit 112A LeConte College, for assistance.

II. Procedure

Students who register with OSDS are added as a member of the OSDS Blackboard Page after completing the student Orientation with our office. It is the student's responsibility to check to make sure the OSDS Blackboard Page is visible. If the OSDS Blackboard Page is not visible, important announcements may be missed. The student must regularly check the email account linked to the Blackboard account.

If a student cannot view the OSDS Blackboard link under "My Organizations" on the Blackboard Homepage, the student should make sure that "My Organizations" are enabled.

If you do not see OSDS on your Blackboard main page, do the following:

- Click on "Contents." Contents is located in a box in the upper right corner of the main Blackboard Page.
- Scroll down the Contents page until you see the "My Organizations" box. Click the box so that a check mark appears in the box.
- Scroll to the bottom of the Contents page and hit "submit."
- You should now see the Student Disability Services Blackboard Link under your "My Organizations" on the main Blackboard page.

If you still do not see the OSDS link on your main Blackboard page, contact the office at 777-6142 or sasds@mailbox.sc.edu Any student with accessibility concerns related to using the

OSDS Blackboard Page or receiving OSDS Blackboard emails should contact OSDS at 777-6142 or visit 112A LeConte College for assistance.

Receiving information via Facebook and/or Twitter is a student initiated endeavor and students are strongly encouraged to take advantage of both.

III. Reason for Revision

Policy was revised on January 1, 2012 in order to reflect changes in communication mediums.