Login to DASS Student Portal
1. Search for DASS on the CSUCI website or go directly to www.csuci.edu/dass
2. Input your myCI username and password.

Submit Alternative Testing Request
WHEN: Start of every semester or when you find out about an upcoming exam.
1. Login to the DASS Student Portal at www.csuci.edu/dass
2. In left column click “Alternative Testing.”
3. Select class you want to schedule an exam for.
4. Input date, time and duration and type of exam.
5. Submit request.
6. If you are unsure of how to schedule exams, please drop by the DASS office and have one of our student assistants show you how to do it.

IMPORTANT DEADLINES!
• Exams and quizzes must be requested 7 BUSINESS DAYS in advance. Business days do NOT include Saturdays and Sundays.
• Finals must be requested 14 BUSINESS DAYS in advance.

Do you need to do this for online exams?
You are not required to request online exams in our system, however, we recommend it because then our system will send a reminder to professors about providing the extended time.

Input Classes & Accommodations
WHEN: Start of every semester.
1. Login to DASS Student Portal at www.csuci.edu/dass.
2. You may be prompted to read and sign digital e-agreements before you can input your classes.
3. Check off all classes you want accommodations for.
4. Click ‘continue to customize your accommodations.’
5. Select which accommodations you want for each class.
6. Click submit.
7. DASS will review and approve your request.
8. Teacher notification letters go out automatically as soon as your requests are approved. You do not need to notify them about your accommodations.

Request Alternative Media (E-Texts)
WHEN: Start of every semester.
1. If it is your first time using alternative media, call us at 805-437-3331 or email swd@csuci.edu to schedule an appointment with our alternative media specialist.
2. Every semester the 13-digit ISBN number and purchase receipts for books to alternative.media@csuci.edu.
3. You will be notified when e-texts are ready.
4. If your professor provides handouts that are not accessible, email them to alternative.media@csuci.edu to have them converted to an accessible format.

For Note Taking Express Users
WHEN: During and after every class.
1. Record lecture using your smartphone or digital recording device.
2. Upload recording to NoteTakingExpress.com account.
3. You will be notified in 24-48 hours that notes are ready.
4. Download notes in digital format.
5. If NTE does not work for your class format (e.g. a lot of notes on the board, like in math, contact a DASS counselor to request peer notes.

CONTACT DISABILITY ACCOMMODATIONS & SUPPORT SERVICES
www.csuci.edu/dass
P: 805-437-3331
F: 805-437-8529
accommodations@csuci.edu
Arroyo Hall 210
One University Drive
Camarillo, CA 93012

ZOOM OFFICE HOURS
csuci.zoom.us/j/98141523571
Monday through Friday
10:00 a.m. – 2:00 p.m
Closed Saturday & Sunday

Hours are subject to change without notice.

Michelle Resnick, Ed.M. Director
Valeri Cirino-Paez, M.S. Associate Director
Airam Flores DASS Analyst
Bonnie Landau, M.S., P.P.S. Transition & Retention Counselor
Ramon Chavez, M.S.W. DASS Counselor

The contents of this document are for educational purposes only. If you need specific assistance, please contact the appropriate service provider directly.