Wrapping up the Semester and Preparing for Finals!

- How to register with ODS for the Spring
- Disability Awareness Month Artwork
- Get to Know Our Staff!
- Preparing for Finals & Stress Management Apps
- Upcoming Events and Opportunities
- Message from our ADA Coordinator

How to register with ODS

1) Go to ods.txstate.edu

2) Click the paw print icon labeled “Register With ODS”

3) Fill out the Confidential Student Information Form. Registration for services with ODS requires this form.

4) Send any additional documentation of the student’s disability to our office, email ODS, or fax at 512.245.3452.

5) ODS will review the need for accommodations and support services based on the student’s disability documentation and disability-based need. ODS has up to 30 business days of receipt of the documentation to decide appropriate accommodations.

6) ODS will notify the student to set up an appointment via email after determining appropriate accommodations.

7) After meeting with an ODS specialist, the student can sign up for Special Group Registration and request their Accommodation Letter here in our office. The Accommodation Letter will be ready within 72 hours.
Disability Awareness Month Artwork
Staff Spotlight: Fasiha Feroz
ODS Admin II

Q: How long have you worked with ODS?
A: I am a Texas State alumni and I graduated from the university with a bachelor’s degree last December of 2015. I started working as an interim Administrative Assistant II with the Texas State University - Office of Disability Services in June of 2016. I was offered the full time Administrative Assistant II position in September.

Q: What responsibilities do you have with your position in ODS?
A: As an Administrative Assistant II at this office, I extend administrative support to the director and staff members of the Office of Disability Services. I’m on the front line when it comes to interacting with students, faculty, staff, and parents coming into our office looking for resources. I am responsible for delivering quality customer service in interacting with students, faculty, staff, and parents over the phone and in the office; providing leadership and guidance to seven student office assistants in their various work duties, schedules, and timekeeping. I am also responsible for generating academic accommodation letters for qualified students each semester, sending a copy of the students’ letters to faculty members, and seeing that they are filed properly. Additionally, I maintain the schedules for all of our office specialists and senior leaders.

Q: What advice do you have for student success?
A: My request and best advice for students is PLEASE DO NOT PROCRASTINATE!! Waiting until the last minute is never a good idea and will only make everything harder. Also, students shouldn’t only focus on the academic learning aspect while they are in college. They should spend this time to practice and learn about discipline for their personal lives and future careers. Don’t wait until you’re about to start applying for jobs to have your resume prepared. Have a copy ready to go at any given time. Spend time networking while at Texas State. This is a prime time to establish meaningful connections that could potentially open doors for you in the future. Finally, use as many of the Texas State resources available to you as a student. Once you graduate and go into the working world, you might not get the opportunity to readily use some of these resources when you need them the most. Use them while you can, and remember once a Bobcat, ALWAYS a Bobcat.

Q: What is your favorite thing about working with ODS?
A: My family is originally from Bangladesh. I left there to come to the U.S. for my higher education. My family sheltered me at times, but also had very high academic expectations of me. Since moving here, Texas State has become my new family, my home away from home. I chose working with ODS over going into the banking industry or other financial services because I felt love and support from the students and staff who work here. I want to help other students feel as welcome on this campus as I felt.

Q: What is one thing your coworkers do not know about you?
A: There is not too much they do not know about me. I’m an open book. Many of my coworkers are just recently discovering my love for art. I spend a lot of my free time painting and drawing. I get so wrapped up in my artwork that I sometimes forget about everything else in the moment. I’m also learning how to cook and recently started going hiking. I’m really enjoying being around nature.
**Student Worker Spotlight:**

**Amairany Villa**

**Q: What is your classification and major?**
A: I am a Junior pursuing a Bachelor's in Criminal Justice with a minor in Spanish.

**Q: What career opportunities do you want to pursue after graduation?**
A: With God's will, I will be attending law school. I want to be an attorney to be able to give back to the community. I do not have all my short-term goals figured out yet but the long-term ones are set in stone.

**Q: What advice do you have for students preparing for their first round of finals exams?**
A: I would advise students to stay organized. I cannot emphasize enough how important organization is. Not keeping notes organized, or not preparing for a test is setting one’s self up for failure.

**Q: What hobbies do you enjoy doing outside of work and the classroom?**
A: I am a person that loves trying new things. Anything from trying out a new recipe to spending hours on Pinterest doing DIYs. I see it as a way of keeping one’s mind busy. I love cooking. I am not very good at it, but I love trying out new recipes.

**Q: What are some of the ways you have found involvement at Texas State?**
A: ODS has been a great influence in my involvement at Texas State. Not only are they a great support system, but they are leaders that never stop working to make things right. ODS has pushed me to seek involvement with different organizations on campus.

**Q: What is your favorite thing about working with ODS?**
A: My favorite part about this office is that not only did I find a family when I found this job, but I am constantly learning! The office promotes diversity and to many it is a safe place. I am truly blessed to be able to work with such supporting and knowledgeable people that only push for success.

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**Preparing For Finals**

- **Form a study group** - the other students in your class can be some of the best resources available to you. Studying in a group gives you an opportunity to help each other with difficult concepts, compare notes, and help identify correct answers from previous tests and quizzes.

- **Create study cards** - these make for great studying on the go! Testing yourself with key dates, terms, definitions, and concepts in rapid succession helps strengthen your ability to recall the material.

- **Review prior tests, quizzes, and homework assignments** - usually most of the material on a comprehensive final exam include similar questions to those you have already seen throughout the semester. If a concept was important enough to test you on the first time around, it’s probably important enough to be on the final as well.

- **Explain the course material to a friend** - talking about the material and having an opportunity to recite it and explain it to other people helps strengthen your depth of knowledge regarding the material. Sometimes the best way to learn is to teach!

- **Take care of yourself** - proper sleep and eating habits do wonders with keeping your head in the game. Try to avoid all-nighters and plan your schedule in a way that includes looking out for your own self-care.

- **DON’T PROCRASTINATE** - waiting until the night before to study for an exam is a surefire way to ensure that you won’t do as well as you potentially could. Set up a study schedule for yourself and follow through with it. You’ll be happy that you did.
Free Stress Management Apps

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<tr>
<th>Sleep Cycle Alarm Clock</th>
<th>Breathe2Relax</th>
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<tr>
<td>Available on Apple and Android</td>
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<tr>
<td>An intelligent alarm clock that analyzes your sleep and wakes you up during your lightest sleep phase – the natural way to wake up, feeling rested and relaxed.</td>
<td>Originally created by the Department of Defense’s Center for Telehealth and Technology to help Soldiers learn breathing techniques to relieve stress.</td>
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<tr>
<th>Self-Help Anxiety Management</th>
<th>Headspace: Guided Meditation</th>
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<td>Available on Apple and Android</td>
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<tr>
<td>Created by the University of the West of England, this app is a great all-inclusive tool to help you develop ways to combat your anxiety.</td>
<td>This app makes meditation easier by guiding you through a variety of meditation exercises. It is meditation made simple, helping to improve focus, mindful awareness, and to relieve stress.</td>
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Upcoming Events

**Leadership. Commitment. Impact.**

“World AIDS Day and Moving Forward With Positive Change”

Co-Moderated by Mr. Garreth Casper and Mr. Joshua Love
Presented by the Office of Disability Services

Thursday, December 1, 2016
4:00 – 6:00PM
LBJSC Room 3-13.1

Stay on the lookout for Disability Awareness Week February 2017!!!
A Message from the ADA Coordinator, Dr. Sherri Benn

As the ADA coordinator for Texas State University, it is my responsibility to ensure the university provides workplace accommodations for staff and faculty. Our three primary goals for this campus are to help others understand that disability rights are civil rights, to work hard to complete our long-term ADA masterplan (which includes technology, infrastructure, policy, and education), and to intentionally implement strategies to help this university be ADA friendly, not just ADA compliant. It is important for any staff and faculty who identify as having a disability to advocate for themselves with their supervisors and identify what accommodations they need in the workplace. I understand that stigma around disability makes it hard to disclose at times, but when our staff and faculty are able to receive their accommodations, they are able to work at their peak capacity. That is a win-win for the university.

-Dr. Sherri Benn (sb17@txstate.edu)