



DIVISION OF  
**STUDENT AFFAIRS**  
**COUNSELING CENTER**

Disability Support Service  
0106 Shoemaker Building  
4281 Chapel Lane  
College Park, Maryland 20742  
Dissup@umd.edu  
301.314.7682 TEL  
301.405.0813 FAX

## **Did your son or daughter use an IEP or 504 Plan in High School?**

Please contact

### **Disability Support Service (DSS)**

The DSS office, here on campus is committed to helping students successfully transition their IEP/504 Plans into reasonable academic accommodation plans that will assist them while studying at the University.

## **Frequently Asked Questions**

### **1. What should you do first?**

- **Schedule a meeting**
  - i. Consultation Meetings allow families to learn about the types of reasonable accommodations offered by DSS related to your son or daughter's specific needs.
  - ii. Registration Meetings allow your son or daughter to complete the official process and finalize their reasonable academic accommodations for college.
- **Helpful tips for scheduling meetings with DSS**
  - i. Contact the DSS office **prior** to your son or daughter's Orientation Day visit to schedule an appointment as far in advance as possible.
  - ii. Please be aware due to the Orientation Schedule, it may not be possible to meet with the DSS office on your son or daughter's program date. Some families, who wish to meet in conjunction with the program visit, find coming a day earlier or staying a day after offers families more flexibility. However, please note, there is no deadline to register with the DSS office for academic accommodations.
- **For full registration and DSS information visit:** [www.counseling.umd.edu/DSS](http://www.counseling.umd.edu/DSS)
- Here, in the Virtual Orientation folder, please see the **DSS Brochure** and the **Student and Parents** letters.

### **2. Is it recommended to register with the DSS office prior to meeting with an Academic Advisor at Orientation?**

- Some reasonable academic accommodations may involve the student and their Academic Advisor being sensitive to some time management considerations when planning their classes. Once the student is registered with the DSS office, he or she will know exactly what reasonable accommodations may impact their class and timing options.

- 3. Should we plan to visit the DSS office during the Orientation Day activities?**
  - Since Orientation Day activities take part during most of the day, some families have found it beneficial to arrange to arrive a day earlier or remain a day later to meet and register with the DSS office.
  
- 4. How long will the meeting last?**
  - All meetings are scheduled for a full hour (60 minutes).
  - Please arrive a few minutes early to complete intake paperwork.
  
- 5. What are your office hours?**
  - Our office is open **Monday through Friday, 8:30am to 4:30pm** and is open all year round (except University scheduled closings).
  - Our phone number is **301.314.7682** please call the office to schedule your meeting.
  
- 6. Where is your office located?**
  - DSS is located 0106 Shoemaker Building.
  - Please see either of attached interactive directional maps, to direct you to Shoemaker Building and convenient parking.
  - TerpNav at <https://terpnav.umd.edu/> or The Department of Transportation Website map at <http://transportation.umd.edu/>
  
- 7. Where can I park when visiting DSS?**
  - Mowatt Lane Parking Garage
    - i. Mowatt Lane garage is located on the South Side of campus (close to the Robert H. Smith Business School). Families should park in a metered spot on the top levels of the garage.
  - Accessible Handicap Parking
    - i. Accessible parking is located in the Mowatt Lane Garage.
    - ii. If any family members are unable to walk the short distance, best practice is to be prepared to drop the family member off at the Shoemaker Building, and then park in garage and return.
  - Metered parking in front of Shoemaker Building
    - i. These metered spaces are very limited and only last for a maximum of 20 minutes. Please be aware that vehicles will be ticketed if vehicles remain for longer than the maximum time limit.
  
- 8. Are parents allowed to attend the DSS registration meeting?**
  - Parents are welcome to attend the initial meeting if your son or daughter is comfortable with you attending with them.
  - Please be aware with or without parental participation within the Registration Meeting, students are responsible for taking an active role in discussing their academic history, concerns about college and accommodations.