



## Disabilities Support Services

Revised: November 28, 2017

<b>Due Date</b>	<b>Reporting Item</b>	<b>Source of Requirement</b>	<b>Description</b>	<b>Responsible Agency</b>
<b>January</b>				
	DSS Student Report	MSU/ADA	Statistics on students registered with DSS	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>February</b>				
	IDD/ASD Report	SB37	Identify students who are on the ASD and/or IDD and programs available	DSS/ADA Coordinator/Registrar
	Active/Inactive Files Review	MSU/ADA	Inactivate files of non-returning students; purge records over 5 years	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE	DSS/508 Coordinator/Webmaster

<b>Due Date</b>	<b>Reporting Item</b>	<b>Source of Requirement</b>	<b>Description</b>	<b>Responsible Agency</b>
			results when needed	
<b>March</b>				
	Policy Review	ADA/504	Review all policies relating to accessibility or individuals with disabilities	ADA Coordinator/University
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>April</b>				
	Priority Registration	DSS	Listing of currently registered DSS students for priority registration	DSS/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>May</b>				
	Student Accessibility Survey	ADA/504/Title II-III	Survey from students on accessibility issues on Campus	ADA Coordinator/DSS
	DSS Student Report	MSU/ADAAA	Statistics on students registered with DSS	DSS

<b>Due Date</b>	<b>Reporting Item</b>	<b>Source of Requirement</b>	<b>Description</b>	<b>Responsible Agency</b>
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>June</b>				
	Computer Lab Accessibility Survey	ADA – Title II-III 508	Survey of each computer lab for accessible hardware, software and accessibility	ADA Coordinator/DSS/Information Technology
	DSS Student Report	MSU/ADA	Statistics on students registered with DSS	DSS
	Web Page Scan with JAWS	508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>July</b>				
	Building Accessibility Survey	ADA – Title II-III 504; TAS	Survey of each building for accessibility issues	ADA Coordinator/DSS/Facilities Services
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>August</b>				
	IDD/ASD Report	SB37/TECB	Identify students who	DSS/ADA Coordinator/Registrar

<b>Due Date</b>	<b>Reporting Item</b>	<b>Source of Requirement</b>	<b>Description</b>	<b>Responsible Agency</b>
			are on the ASD and/or IDD and programs available	
	Equipment Inventory	ADA/504/508	Catalog available adaptive equipment, software, and resources	DSS
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>September</b>				
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>October</b>				
	IDD/ASD Report	SB37/TECB	Identify students who are on the ASD and/or IDD and programs available	DSS/ADA Coordinator/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>November</b>				

<b>Due Date</b>	<b>Reporting Item</b>	<b>Source of Requirement</b>	<b>Description</b>	<b>Responsible Agency</b>
	Priority Registration	DSS	Listing of currently registered DSS students for priority registration	DSS/Registrar
	Web Page Scan with JAWS	ADA/508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster
<b>December</b>				
	Student Accessibility Survey	ADA/504/Title II-III	Survey from students on accessibility issues on Campus	ADA Coordinator/DSS
	Web Page Scan with JAWS	508/WCAG 2.1	Analyze random pages on MSU web for accessibility and WAVE results when needed	DSS/508 Coordinator/Webmaster