How can ODA help you?

Our office provides accommodations and assistance in finding the right campus resources for students registered with us.

Disabilities
- Learning - Mobility - Medical -Psychiatric - ADHD - Hearing -
  - Visual - Temporary Injury - Pregnancy -

Possible Accommodations
- Accessible Housing - Exam Modifications - Accessible Classes -
  - ASL Interpreting - Note-Takers - Readers -
- Assistive Technology - Alternative Formats of Course Materials -

On-Line Registration

@ www.usm.edu/oda

Registration REQUIRES both an Online Application & Documentation.
Instructions for myODA: How-To Schedule Exams

ODA recommends that you schedule exams at least five (5) business days in advance. This is to ensure testing space and exams are available. If you need assistance please do not hesitate to call ODA at 601.266.3024 or email us at oda@usm.edu.

1. Access myODA

Go to myODA by clicking the link on the homepage of usm.edu/oda. OR by using the QR Code below:

2. Sign In using SOAR Username (w123456) and Password. To change your SOAR Password please go to campusid.usm.edu.

3. In the left menu “My Accommodations”, click “Alternative Testing”.

4. Select a specific class in the drop-down menu that appears.
5. Click “Schedule an Exam”.

Below is the list of all alternative testing contract(s) submitted through the system. If you cancel an alternative testing contract and you would like to re-activate the contract, please contact our office.

Select Class: Select One

6. Select Request Type (Exam, Midterm, Final or Quiz) in the dropdown menu that appears.

7. Enter the date you wish to schedule the exam for (mm/dd/yyyy).

8. Enter the time from the drop-down menus.

9. Check Services Request for Exam (please choose all that apply for the exam being requested).

10. Add additional notes if necessary.

11. Click “Add Exam Request”.

12. NOTE: If you are scheduling an exam within the next 5 days, you will need to scroll down after clicking “Add Exam Request” and fill out the Late Exam Request field.

The drop down “Reason” menu and the box checking for validating the late exam request policy are required fields.

⚠️ LATE EXAM NOTICE

Please notify instructor immediately if you scheduled exam at DDA. Scheduling exams with less than five (5) business days notice can possibly delay the receipt of exam from instructor and does not guarantee space at DDA to take exam.

Late Exam Request

Reason*: Select One

If you select Other, please specify the reason of late exam request below.

Additional Information:

Note: Enter ADDITIONAL INFORMATION and/or ADDITIONAL TIMES you are available (times must be approved by instructor – refer to your alternative testing contract)

☐ I have read and understood the late exam request policy above.

Submit Late Exam Request  Back to Exam Detail or Modify Date

You will receive confirmation of the scheduled exam at your university email account (@usm.edu). If an exam needs to be rescheduled or cancelled you will be notified by your university email account.