

Student Disability & Inclusion: Student support appointments

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Booking your student support appointment

Appointments can be booked from Monday to Friday, 09:00 – 17:00 throughout the year and usually take place at The Student Hub (Building 37) on Highfield Campus or via Microsoft Teams.

If you are not able to make an appointment between 09:00 – 17:00, then please get in touch with our team and we will try our best to accommodate you.

Appointments can be arranged at the Winchester School of Art. Please request this at the time of booking.



What we need

If you are hoping for reasonable adjustments, please provide us with supporting information of your condition. Ideally this will be provided in advance of the meeting so that the practitioner can consider what adjustments you are eligible to receive.



What to expect

The purpose of the student support appointment is for students to speak with a specialist practitioner to receive support, advice and guidance on various topics and to arrange for information to be shared with other parts of the University on a 'need to know' basis to ensure that appropriate adjustments are made.

You will meet the practitioner on a 1:1 basis in a private meeting room or via MS Teams. The appointment will be booked for 30 minutes or 60 minutes.



Information shared with the Student Disability and Inclusion Team will be stored and processed in line with the University's [privacy notice](#) and in compliance with data protection law and principles.



Please make every effort to arrive on time for your appointment. If you are running late, we will do our best to see you.

If you are unable to make the appointment, please let us know as far in advance as possible so that we can offer the time to another student and reschedule your appointment.

Please note that if you are unable to attend, this may mean that we are unable to put exam arrangements in place for any upcoming exams.

Microsoft Teams appointments

Please ensure that you are available to accept the call at the agreed time. If you do not join the meeting, we will try to contact you once more 5 minutes later. If you are not available, we will send you a follow up email. If there is an issue with technology, we will attempt to ring you back two times.

Please be aware that should we lose connection during an online appointment, and there is significant concern with regards to your safety and risk, we may contact your emergency contact. This information is taken from the records we hold on the University's Banner system.

Preparing for your student support appointment

During the meeting, you will have the opportunity to talk about any of the following. You may wish to give this some thought in advance and bring your notes to the appointment.

- Your requirements to access your course, e.g. timetabling issues, access to notes in advance.**
- Your mental health and wellbeing.**
- Accommodation requirements and adaptations, e.g. to stay in halls beyond your first year.**
- Specific Learning Differences (SpLD), e.g. what to do if you think you may have dyslexia.**
- Disabled Students' Allowance (DSA) applications process.**
- Exam arrangements (known as Additional Exam Recommendations at the University of Southampton).**
- Access to the Assistive Technology Suite and specialist software.**
- Mentoring support and learning support (such as having a notetaker during classes).**

Notes: