



Andy Beshear  
GOVERNOR

## EDUCATION AND LABOR CABINET

Kentucky Office of Vocational Rehabilitation

Cora McNabb

Executive Director

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Jamie Link  
SECRETARY

### SERVICE FEE MEMORANDUM

## Smooth Move Program at Murray State University

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**TO:** Office of Vocational Rehabilitation Staff  
Client Assistance Program Administrator

**FROM:** Executive Director  
Office of Vocational Rehabilitation

**THROUGH:** Field Services Division Director  
Office of Vocational Rehabilitation

**DATE:** Effective: August 1, 2025

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### Introduction

This program at Murray State University for incoming freshman students with learning disabilities, attention deficit disorder, or acquired brain injury who are already involved with Project Mentor. This is an on-campus program, which is conducted one week prior to the beginning of classes. The purpose of the Smooth Move Program is to help these students with the transition into college and to give them the tools necessary to be successful.

Workshops will be conducted Wednesday evening through Friday morning. The students will learn how to use vital university technology, such as the PIN system, estudy/blackboard, racer touch, etc. They will be introduced to research methods in the library as well. They will meet some of the successful seniors and graduate students in

the Project Mentor Program who will speak to them on a number of topics of interest to freshmen. They will also meet staff members from departments such as health services, counseling, etc. These students will engage in activities that will assist them with time management, task management, learning, and memory. In addition, the students will discover how their specific disability will affect their college experience and how to overcome the obstacles presented by the disability. They will also learn what their rights are under the Americans with Disabilities Act and what they must do to access accommodations.

**The charges for this program are as follows:**

| Code                | Item  | Rate     |
|---------------------|---|----------|
| <b>90L Tutoring</b> | Smooth Move Workshop (includes binder, textbook [which they will use during the fall semester], diagnostic test, housing, meals and handouts) | \$150.00 |

Issue authorizations to Murray State University using the above expenditure code. This can be included on the same authorization as is tuition and Project Mentor.

**Vendor Information**

**Vendor Number:** KY0032838

**Vendor Name/Address:**

Murray State University  
ACCTG and Financial Services  
200 Sparks Building  
Murray, KY 42071

**Contact Person:**

Jordan Brock, Retention & Testing Specialist  
Murray State University  
Services for Students with Learning Disabilities  
418 Wells Hall  
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