

REFERENCE GUIDE FOR NEW STUDENTS

Applying for Academic Accessibility Services and Using Accommodations

- **STEP 1: APPLYING FOR SERVICES**

- Application Process
 - Submit completed application to the Office of Accessibility & Accommodations, as well as any relevant documentation supporting your disability and need for accommodations.
 - Schedule an intake appointment with the Coordinator of Accessibility to discuss your request for services.

- **STEP 2: APPROVAL PROCESS**

- Intake Meeting
 - Discuss your needs, supporting documentation, and previous accommodations, if applicable, with the Coordinator of Accessibility.
 - Both the supporting documentation and the intake meeting will determine if you are accepted, denied, or if a decision is not yet possible based on documentation provided.

- **STEP 3: REQUESTING ACADEMIC ACCOMMODATIONS**

- Schedule an appointment to discuss accommodations during the first week of the semester. Bring your class schedule and syllabi, if applicable, to the appointment.
- Be prepared to discuss specific accommodations you will need for each class.

- **STEP 4: APPROVAL OF ACCOMMODATIONS**

- Once approved, you will be given an accommodation letter for each of your classes. This letter lists the accommodations you are eligible for. You should review it carefully to make sure that it is correct, and discuss any concerns you may have with the Coordinator for Accessibility.
 - Take your letters to your instructors and discuss your accommodations with them. It is your choice and responsibility to complete this step.
 - You and your instructor will both sign the last sheet of your letter.
 - You will return the ENTIRE letter to the Accessibility & Accommodations office. Accommodations cannot be provided until the signed letter has been returned.

- **STEP 5: REAPPLY FOR ACCOMMODATIONS**

- Each semester you will need to meet with the Coordinator of Accessibility to set up your accommodations.
 - Even if your accommodations are not changing, you still need to set up a meeting to receive updated letters of accommodation.
 - Requesting accommodations at the last minute or in the middle of the semester could result in a delay in services. Using out of date letters of accommodations will not be accepted.