

## Student Checklist

**HOW TO ARRANGE ACCOMMODATION SERVICES**

*CHECK OFF EACH OF THE FOLLOWING ITEMS AS YOU COMPLETE IT:*

- **TURN IN** Student Accessibility Services Request Form to your Campus Contact for Student Accessibility Services in the Solution Center
- **SUBMIT** to Campus Contact for Student Accessibility Services documentation of your disability that supports your requested accommodation services
- **DISCUSS** your approved Individualized Accommodation Plan (IAP) with your Campus Contact for Student Accessibility Services.
  - It is very important that you schedule a time to meet with your Campus Contact as *early as possible before the semester starts*, in order to make sure your services are in place by the time classes begin.
- **MEET** with all of your instructors prior to each semester to discuss your specific needs for their course. Print and give them a copy of your IAP. If you need assistance with this, ask your Campus Contact for help.
- **NOTIFY** your Campus Contact right away if you change your schedule as this could affect the access to your accommodation services.
- **ALERT** your Campus Contact or the Director of Student Accessibility Services as soon as possible if any problems arise with using your accommodation services.

*Please keep this list for future reference*

*Refer to our website for more information: <http://uwc.edu/students/disability>*