

## HOW TO ARRANGE ACCOMMODATION SERVICES Student Checklist

### CHECK OFF EACH OF THE FOLLOWING ITEMS AS YOU COMPLETE IT

- **TURN IN** Student Accessibility Services Request Form to Campus Contact for Student Accessibility Services
- **SUBMIT** to Campus Contact for Student Accessibility Services documentation of your disability that supports your requested accommodation services
- **MAKE** an appointment to discuss your approved Individualized Accommodation Plan with the Campus Contact for Student Accessibility Services. It is very important that you meet with the Campus Contact as early as possible before the semester starts, in order to facilitate accommodation services being in place at the beginning of the semester.
- **MEET** with your instructors prior to each semester to discuss your specific accommodation needs for each course. If you need assistance with this, notify the Campus Contact for Student Accessibility Services.
- **NOTIFY** the Campus Contact right away if you change your schedule as this could affect the timely provision of your accommodation services.

**ALERT** the Campus Contact or the Director of Student Accessibility Services as soon as possible should problems arise with obtaining accommodation services.

**Please keep this list for future reference**