How to Initiate Accommodations Each Semester

Once a student has completed the registration process and has been approved to receive accommodations, it is the student’s responsibility to follow these steps at the beginning of each semester:

**Step 1: Review course requirements**
Analyze the requirements and design of each course by reviewing the syllabus and considering your individual needs. Some of your approved accommodations may not be appropriate or necessary for every class.

**Step 2: Request accommodation notices**
Request a copy of your accommodation notice from ODS by completing the Request for Accommodation Notice form as close to the beginning of the semester as possible. You will receive notice of when your accommodation notice will be ready to pick-up.

**Step 3: Meet 1-on-1 with Instructors**
During office hours or by appointment, meet with instructors to review the accommodation notice and discuss how accommodations will be provided. Be sure to indicate which of your approved accommodations you intend to use in the course. You do not need to disclose the nature of your disability. **Remember:** Accommodations are not retroactive and therefore cannot be implemented until you have presented an accommodation notice to your instructor.

**Step 4: Remain in Communication with Instructors and ODS**
It is the student’s responsibility to arrange accommodations as needed. For example, students who receive exam accommodations should discuss with instructors how those accommodations will be provided in the course. If the instructor agrees to provide accommodations within the academic department, it is the student’s responsibility to know where and when to report for the exam, and it is beneficial to touch base with the instructor prior to each exam. If the instructor advises the student to receive accommodations at the ODS Testing Center, it is the student’s responsibility to schedule their exams.

The provision of accommodations is an on-going and collaborative process between the student, the instructor, and ODS. Students who have questions or concerns regarding accommodations should promptly communicate with their instructor and / or contact their Accommodations Specialist.