

Accommodations CHECKLIST

Please use this checklist as a guide to ensure that you are completing the tasks related to your approved accommodations each semester.

BEFORE THE SEMESTER BEGINS

- Logged into Accommodate and completed a *semester request*.
- Received my *accommodation letter* from ODS via email.
- Forwarded my accommodation letter to my *professors* and introduced myself in the email.
- If I have an accommodation for *recording lectures*, I have alerted/gained permission from my professors.
- If I will have a *medical device* in the classroom that may alert during class or requires a cell phone for monitoring, I have alerted my professor.
- If I have a *note-taking* accommodation, I have emailed ODS at ods@sru.edu and identified what classes I would like notes for.
- If I have *Kurzweil* as an accommodation and purchased any books for my classes, I have kept my receipts.

FIRST 2 WEEKS OF THE SEMESTER

- I have met with all my *professors* to discuss my accommodations.
- I have reviewed the emails and watched the videos sent to me from ODS regarding *Accommodate* and support with accommodations.

- If I have *consideration for absences or extensions on assignments*, I have followed the procedure and either discussed this accommodation with my professor or requested support from ODS to create a plan.
- If I use Kurzweil reading software, I have submitted *alternative book requests* in Accommodate.

DURING THE SEMESTER

- Scheduled my quizzes/exams* in ODS 48 business hours in advance.
- Checked my email regularly or *updates/reminders* from ODS.
- If I have note-taking as an accommodation, I am and will continue to *view and download notes* from my note-taker regularly.
- Maintaining communication* with my professors about accommodations.
- Reaching out to ODS with any *questions or concerns* as they arise.

LAST 2 WEEKS OF THE SEMESTER

- If I have testing accommodations, I have scheduled my *final exams* in Accommodate by the required date.
- Logged into Accommodate and completed by *semester request* for my next enrolled semester (winter/summer included)