

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 Disability Services 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 have 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 Disability Services 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.

WITHIN THE 1ST 2 WEEKS

- ☐ I have met with all my *professors* to discuss my accommodations.
- ☐ I have reviewed the emails and watched the videos sent to me from Disability Services 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 Disability Services 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 Disability Services 48 business hours in advance.
- ☐ Checked my email regularly or *updates/reminders* from Disability Services.
- ☐ 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 Disability Services with any *questions or concerns* as they arise.

END 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)