Accommodations Arrangements by Class

Students: This is how you will keep track of the arrangements you make with instructors in order to receive your accommodations. Here are the necessary steps:

- At the beginning of the semester, pick up new accommodation letters from the Office of Disability Services.
- Schedule a time to meet with each instructor (during office hours or at a mutually convenient time) right away. DO NOT JUST HAND THEM A COPY OF YOUR LETTER.
- Use this form to record information. Because arrangements will vary according to schedules and instructor preferences, it is very important that you write everything down for your records.
- If you experience problems that you are unable to work out with your instructor, please contact the Office of Disability Services.

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	Class 1	Class 2	Class 3	Class 4	Class 5
Accommodation Example: Extended test time	(History) Stay after class for the extended amount of time	(English) Start test in class, finish in instructor's office at 2:00 p.m.	(Math) Come in at 9:00a.m. the Monday before the test date		
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