



ACCOMMODATION AND ACCESSIBILITY SERVICES (ASS)

STEPS TO REQUEST LETTERS OF ACCOMMODATION (LOA) FOR NEXT QUARTER

1. Register for classes on time

- Check the Student Kiosk for assigned *Registration Access Time*
- Meet with assigned advisor before registration for educational planning and to obtain quarterly access code if needed (under 30 graded credits earned)
- Register for classes on time

2. Meet with AAS to request next quarter LOA's

- Make an appointment after class schedule is set (not on waiting list or still considering adding, dropping, or re-arranging schedule)
- Review previous quarter accommodations and discuss next quarter accommodation needs on a class-by-class basis

3. Submit LOA to instructors

- Meet with instructors on first day of class or as soon as possible to discuss how accommodations will be implemented in each class
- Accommodations are not retroactive; they are activated when instructor receives LOA each quarter
- Contact AAS if there are questions or concerns about the implementation of the accommodations any time throughout the quarter