



DISABILITY SUPPORT SERVICES (DSS)

STEPS TO REQUEST NEXT QUARTER LETTERS OF ACCOMMODATION (LOA)

1. Register for classes on time

- Check the Student Kiosk for assigned *Registration Access Time*
- Request a Priority Registration accommodation (register a week earlier than *Registration Access Time*) if:
 - ✓ specific accommodations require a significant amount of time for DSS to implement (e.g. sign language interpreting, video captioning, alternative formats of text, etc.). This can better ensure DSS has sufficient time to prepare these accommodations for next quarter
 - ✓ there are specific scheduling needs due to disability
- 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 DSS 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
- LOA's can typically be created during the meeting where the student will receive two copies (one for student, one for instructor). LOA's for online classes will be e-mailed by DSS to instructors before the quarter begins

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 DSS if there are questions or concerns about the implementation of the accommodations any time throughout the quarter