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