

## Talking with Professors About Your Accommodations

*When should I arrange to meet with my professor?*

Don't delay! The longer you wait to meet with a professor, the longer it will be before you can set up, and begin to use, your accommodations for that class. To get a head start, you can email each professor the week before the start of the semester to schedule a meeting during the first week of the semester to talk about your accommodations.

*Can't I just catch my professors after class?*

Emailing your professors to schedule a meeting is better for you and more respectful of your professors' time. Some professors may suggest that you "just drop in" during office hours, but we recommend asking them to kindly set aside time just for you. Otherwise, you may not get the chance to speak privately and convey what you will need for their class.

*Why is emailing the best way to schedule meetings with professors?*

Email has the advantage of creating a record of communications between you and your professors, including the dates and times of meetings. Here is a sample of the email you may send:

*Dear Professor \_\_\_\_\_ ,*

*I am a student in your \_\_\_\_\_ class. I am registered to receive accommodations through the Office of Learning Support and Disability Services, and would like to arrange a time to meet with you to go over my academic accommodations.*

*If you would like to meet during your office hours, I would be available... (list all options)*

*If you would like to meet outside of your office hours, I am available... (list all options)*

*Based on our combined schedules, would you please determine a time when we can meet to review my accommodation plan? I look forward to your response.*

*Thank you, (signature)*

*What if my professor doesn't respond to my emails?*

If your professor isn't responsive to email, try calling their office phone or speaking with the department secretary to schedule the meeting. If you do make an appointment verbally, be sure to follow up with an email confirming the date and time.

*I'm not sure what I should say during the meeting...*

Let your accommodation letter be the guide. You don't have to get into specifics about your diagnosis or disability, but you do need to let your professor know what you need to be successful in their course and how it will impact you (example- needing extra time to answer a question when called on). If you have any questions during your meeting, you may contact the Director of LSDS at 208-459-5188

*What should I take to the meeting?*

Take your faculty accommodation letter, a copy of your syllabus, a copy of your schedule, and any assistive technology you may use as an accommodation.

*What about next semester?*

Each semester you will have new classes, and new faculty letters to distribute to your professors. You will meet the Director of LSDS each semester to review your accommodations and compose new faculty letters.