

## **Policy and Procedure – Learning Support and Disability Services Department**

### **Continuing Student – Recurring Responsibilities**

#### **Responsibilities at the beginning of each school year:**

- Fill out an application to renew services
- Set up an appointment with the Learning Support and Disability Services Coordinator to go over effectiveness of accommodations already received and to discuss alternative ones.
- Make sure you have provided the LSDS Department with your schedule of classes with professor's names and what accommodations you want for each class.
- Pick up your accommodation letters, test proctoring form, and/or any other form you will need
- If you will be using the test-proctoring services of LSDS, schedule all your exams for the semester with the LSDS Department as early as possible.
- If you need e-texts or recorded books make sure you and completed and signed an alternate text agreement and have filled out a request form for **each** book.
- If you need note takers, make sure you have provided a list of classes for which you need this service and indicate whether or not you want the note taker to know your identity.
- Deliver your accommodation letters to your professors at times when you can discuss the manner in which the accommodations will be provided.

#### **Responsibilities at the beginning of each semester:**

- Make sure the LSDS has a copy of your class schedule with professor's names and what accommodations you want for each class.
- Pick up your accommodation letters, test proctoring form, and/or any other form you will need
- If you will be using the test-proctoring services of LSDS, schedule all your exams for the semester with the LSDS Department as early as possible.
- If you need e-texts or recorded books make sure you and completed and signed an alternate text agreement and have filled out a request form for **each** book.
- If you need note takers, make sure you have provided a list of classes for which you need this service and indicate whether or not you want the note taker to know your identity.
- Deliver your accommodation letters to your professors at times when you can discuss the manner in which the accommodations will be provided.

***Remember there is turn around time for these services. You can save yourself frustration and possible delays in receiving accommodations or alternate texts by taking care of the above as early as possible.***