

ARRANGING ACCOMMODATIONS STUDENT'S RESPONSIBILITIES CHECKLIST

BEFORE THE QUARTER BEGINS

- Meet with your Disability Resource Center (DRC) Academic Counselor to choose classes
- Register for your classes
- If you are a Dept. of Rehabilitation client, contact your DR Counselor to prepare for next quarter. Before your D.R. counselor can send an Authorization For Payment to the college cashier you will need to give him/her the following information and documents
 - copy of your class schedule
 - printout of enrollment fees
 - books and supplies price list
 - you should contact your DR counselor regularly throughout the quarter to inform him or her of your grades and any changes in your classes.
- Meet with DRC Coordinator to discuss your accommodations for:
 - taking notes
 - handling in-class assignments
 - taking exams
 - your preferred method of accessing print material, Braille, electronic text, speech output, large print, readers, etc
- Pick up Instructor's Notification of Accommodations from the DRC
- Meet with your instructor to discuss your accommodation needs. Describe the access tools you use such as enlarged print or adaptive computer technology
- Ask your instructor for :
 - advanced copy of book list
 - class syllabus and handouts on diskette
 - schedule of exams
- Submit a book list to the Alternative Media Specialist for ordering alternate text (electronic text, Braille, or large print)
- Sign up for the Computer Access Center for adaptations such as voice output, print enlarging software, CCTV, Kurzweil
- Schedule orientation and mobility sessions with DRC Coordinator
- Pick up Instructor's Notification of Accommodations from Testing Proctor

FIRST WEEK OF THE QUARTER

- Give instructor the Notification of Accommodations and schedule appointment with instructor during the first week of classes to discuss accommodations, exam dates, etc
- Schedule test accommodations with Test proctor at DRC office
- Check in with DRC Coordinator to confirm readers, alternative text, and other needs

THROUGHOUT THE QUARTER

- Continue to check in with DRC coordinator and counselor to let them know how your accommodations are working, and of any difficulties you may be having