

ADAPTIVE EDUCATIONAL SERVICES CHECKLIST

WHAT YOU NEED TO DO EVERY SEMESTER TO GET ACCOMMODATIONS

1. _____ Bring a copy of your class schedule (OneStart) to the AES office*
2. _____ Meet with AES Staff member to discuss which AES approved accommodations you are requesting for each of your classes.
3. _____ Accommodations will be approved or denied within two (2) business days. If your request is denied, a staff member will contact you to discuss the reasons for the denial and discuss any possible alternative options.
4. _____ When the accommodations are approved, you can pick up, read, and sign the Student Responsibility Acknowledgement Form.
5. Once that is done, your Approved Accommodation and Test Transportation Forms will be available for you to pick up at the AES office within two (2) business days from the time of the request. You will get a copy of each of these forms for each of your classes.
6. _____ Take the forms to your instructors for their signatures. If the instructors or you have any questions, please contact AES as soon as possible. If changes are made to the forms, both the student and instructor must agree to the changes, initial the changes.
7. _____ Once the forms are signed leave the copies with the instructor and return the originals to the AES office. It is highly recommended that you make copies for your own files.
8. _____ When you have turned in the original copies to AES, and provided a class syllabus, you will be able to schedule your exam(s). To schedule an exam, come in or call the AES office. Please understand that this is a tentative scheduling. While you can tentatively schedule your entire semester's exams in the beginning of the semester, you must confirm each exam shortly before it is to be given but no later than two (2) business days.
9. _____ AES takes at least two (2) business days to coordinate your testing accommodation needs. With this in mind, **you must schedule your exam at least two (2) or three (3) business days in advance, especially around midterms and finals.**
10. _____ You must schedule your exam(s) to begin at the same time and day as the rest of your class are taking the exam unless your instructor has requested an exception to the time or date.
11. _____ Please ask AES if you are unsure about where to take your exam.

* _____ Deaf or hard of hearing students, requesting interpreters, need to register early and bring a copy of OneStart to the office before the semester starts to ensure the availability of interpreters.

Student's Signature _____ Date: _____