NEW 504 Students

How to Get Approved for Accommodations

Bring, mail or fax Documentation to Mary Etter, the Learning Specialist.
Take a “Guidelines for Documentation” form if you need more

Make an appointment, at the front desk, to meet with Mary Etter to go over documentation and to approve accommodations

Accommodations approved

Staff Assistant prints accommodation letters for your instructors
Pick-up letters
Take letters to your instructors... check instructors’ office hours so you can meet with them

If approved for testing with extended time or less distractions...
Take a form on “How to schedule a test”

Accommodations not approved

No services involving class specific accommodations

Schedule your test