**Student Responsibilities**  
  
**Before Classes Begin**

* Register to receive special accommodation services through the Self-Development, Counseling, and Special Accommodations Center by completing the **Special Need Request – Intake Form** and the **Release of Information Form for Academics**. If a student is already registered through the Center, a **Release of Information Form for Academics**, pertinent to that semester, is the only form that must be submitted.
* Students requesting books in alternative format should contact the Counseling Center as soon as a final schedule is determined.
* For students needing classes relocated to an accessible site, or experiencing other accessibility issues, notify the Special Accommodations Coordinator as soon as possible so there is ample time to make alternative arrangements.

**The First Day of Class**

* Arrive early to secure the best possible seating.
* For students using interpreters, save them a seat.
* For students using special equipment, arrive early to work with the professor to minimize impact on class time.
* Students should follow their professor’s instruction on how to communicate with them about their accommodation letter. **It is important for students to meet with professors at the beginning of a semester, or as soon as they receive their accommodation letter if it is later in the semester**.
* For students coordinating their own note-taking services, secure a note-taker and arrange to get notes. If a note-taker cannot be found, or if the student chooses not to coordinate the service on their own, the student should request assistance from their professor. The note-taker should be provided with carbonless (NCR) paper, if needed. This paper is available at no charge through the Self-Development, Counseling, and Special Accommodations Center.

**During the Semester**

* If utilizing the testing accommodation services offered through the Self-Development, Counseling, and Special Accommodations Center, it is important for students to follow the appropriate steps to schedule their exam with the Center. The student is responsible for requesting their professor to complete and submit a Test Accommodation Request Form on their behalf, so that the request is received at the Center at least 3 days prior to the exam date.
* If special accommodation issues arise, students should report them to the Special Accommodations Coordinator as soon as possible!