



Office of Academic Access
Academic Success Center

How Academic Access at EMU Works

Getting your Memo of Accommodations

- **Start by contacting** the Office of Academic Access. You can use this [online request for services form](#), email or call Cathy Smeltzer Erb at cathy.smeltzererb@emu.edu, 540-432-4638, or walk into the Office of Academic Access in the Hartzler Library, room 313.
- **Provide documentation** of your disability as soon as possible. [This page](#) explains what documentation is. If you have never been tested or diagnosed, but suspect you may have a disability, the Office of Academic Access can suggest sources of testing and diagnosis. You may be eligible for a Provisional Memo of Accommodations even before you have test results.
- **Meet for an intake interview** with the Coordinator of Academic Access. Bring along any IEP or 504 records that you have from your K-12 education. Be ready to discuss your disability, how it affects your daily functioning, accommodations you have had in the past, and accommodations that you want to request at EMU.
- **Receive your Memo of Accommodations.** This is your official document of support services. The Coordinator of Academic Access may create the document for you as the final part of the intake interview and you will need to share it with your professors. Which accommodations you use in which classes is always up to you.

Testing at the Academic Success Center (If this is one of your accommodations)

- **Submit the test/exam form on the web page**, <https://emu.edu/machform/view.php?id=180339>, at least 36 hours prior to any test you plan to take in the ASC. Test dates and times for each class may also be submitted for the whole semester, on one form, at the beginning of each semester.