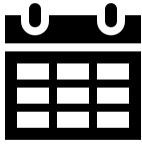


How Academic Access at EMU Works

Getting Started with Accommodations



1. Schedule a Meeting

Start by meeting with the coordinator of the Office of Academic Access (OAA). Schedule in Navigate, email academicsuccess@emu.edu, or stop by the Academic Success Center (library 3rd floor).



2. Student Interview

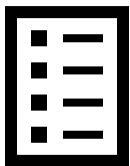
Talk with the coordinator about your disability. Questions include:

- How does your disability impact you?
- What environments create access barriers?
- What accommodations would provide access for you?



3. Provide Documentation

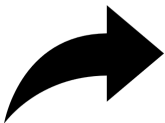
Provide documentation of your disability from a medical provider (on letterhead, with diagnosis). The OAA can help you find testing and possibly offer a provisional memo while you wait.



4. Receive Your Memo

This is your official document of support services. The coordinator will create it with you and email it to you to sign and share with professors. **Your memo is not active until it is signed.**

What to Do with Your Memo of Accommodations



1. Share it

Share your memo with your professors electronically. Look for an email from academicsuccess@emu.edu with instructions.



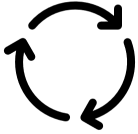
2. Get Signatures

Professors need to sign the memo electronically (and don't forget to sign it yourself). The signatures/dates determine when your accommodations are active for each course.



3. Decide and Discuss

You decide which accommodations to use in each class. You may want to make an appointment with your professors to talk about this.



4. Repeat Each Semester

Since you will have different classes each semester, repeat sharing your updated memo at the beginning of each semester. Look for emails from the ASC with instructions.

If You Have Testing Accommodations



1. Email the ASC

Email academicsuccess@emu.edu at least 24 hours before your test with the date and time of the test you want to take in the ASC. You can schedule all your test for the semester at once, if you like, by referring to your syllabus.



2. Come to the ASC

On the date and time of your test, come to the ASC (library, 3rd floor). We will have your test, and a quiet place for you to take it. The ASC will return your test to your professor.

Questions? Stop by the ASC (library 3rd floor), email us at academicsuccess@emu.edu or call 540-432-4638.