

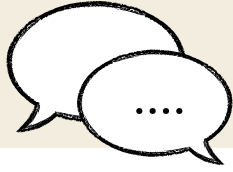
How Academic Access at EMU Works



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 ASC (library 3rd floor).

Meeting earns 1 ENGAGE point



Student Interview

Talk with coordinator about your disability.

Questions include:

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



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.



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



Share it

Share your memo with professors electronically.



Get Signatures

Get professors' e-signatures on memo (and don't forget to sign it yourself). The signatures/dates determine when your accommodations are active for each class.



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.



Repeat Each Semester

Since you will have different classes each semester, repeat sharing your updated memo at the beginning of each semester.

If You Have Testing Accommodations



Email 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 tests for the semester at once, if you like.



Come to ASC

On the date/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.

We're here to help you make this a successful semester!

Questions?



If you have questions, please stop by the ASC (library, 3rd floor), email us at academicsuccess@emu.edu or call 540-432-4638.