

THE PROCESS OF ACADEMIC ACCOMMODATIONS!

REGISTER FOR ACCOMMODATIONS

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REGISTRATION

- Submit a Disability Identification Request through your Workday account
- Upload any and all documentation
- If you don't have documentation, you can still work with us and we will help guide you

MEETING WITH OUR STAFF

- Call or email us to set up a time
- Get to know ODS, tell us more about you
- We want to know how to best support you

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THE ACCOMMODATION LETTER

- Your letter is uploaded to your Workday account with the accommodations we've approved
- You will receive a notification email with access instructions

WORKING WITH FACULTY

- Either print out or forward a PDF copy to your faculty
- Make time to discuss accommodations with your faculty

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SELF-ADVOCACY

- 1 in 3 Smithies are registered with this office!
- Discuss accommodation details such as specific parameters for flexible attendance, extensions, etc.

ASSISTANCE AS NEEDED

- Still have questions about talking to faculty? Or anything else? Connect with us!

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WE'RE HERE FOR YOU!

- If something isn't working, let us know!
- Questions or concerns?
ods@smith.edu - 413-585-2071