# THE PROCESS OF

ACADEMIC ACCOMMODATIONS!

## REGISTER FOR ACCOMMODATIONS



#### **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





#### 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



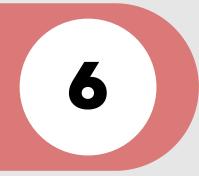


#### **SELF-ADVOCACY**

- 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!





#### **WE'RE HERE FOR YOU!**

- If something isn't working, let us know!
- Questions or concerns?

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