Getting Started with the Office of Student AccessAbility

RETURNING STUDENT CHECKLIST

A Returning Student Is...
A registered student who has used services provided by the Office of Student AccessAbility in the previous semester.

*Accommodation requests will need to be made for each semester you wish to use them. If you request a new accommodation then your document will need to be reviewed.


2. Give us up to 5 days to process your form

3. Print out copies of the letter for your professors or email them

4. Make an appointment with your professor.
   - Show him/her your Accommodation Letter. Discuss any concerns.

5. The first 2 weeks of class, schedule your testing accommodations using the forms at http://bit.ly/OSAForm

6. Use the forms for other approved accommodations e.g. Sign Language, EText, Furniture

7. Confirm test dates with OSA at least five days prior to scheduled exam.

OFFICE OF STUDENT ACCESSABILITY

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