

**Guide to Using Your Accommodations**

Once your accommodations have been approved you will want to ensure that you are using all the resources available to you to ensure your success. Follow these simple guidelines to help you.

**Request course accessibility letters each semester**

SAS will not send your course accessibility letters until you request your letters through [Access KSU](https://olympic.accessiblelearning.com/). This must be done **every** semester for every class where you want to use accommodations. Please make sure to request your accommodations in a timely manner as some accommodations require advanced preparation and planning.

\*\*Note: Professors are not obligated to provide you with classroom accommodations if you have not provided your accommodation letter. Accommodations are not retroactively applied.

***Review our website for any updates***

SAS students are responsible for reading and understanding the all relevant policies and procedures. Please contact SAS at 330-888-6314 or bblank10@kent.edu if you have questions or concerns.

***Communicate regularly with your instructors***

Communication with instructors is essential. Introduce yourself to your instructors at the beginning of each semester. This is a good time to discuss your accommodations, as well as any questions or concerns you have about the class. Make certain that you are familiar with the syllabus and the course requirements so that you can address any questions or concerns you may have regarding the application of your accommodations. Please remember that you do not need to identify the nature of your disability to your professors; however, many students have found it helpful to discuss their specific learning styles with their instructors.

\*\* Note: Contact SAS at 330-888-6314 or bblank10@kent.edu immediately if your instructors did not receive your course accessibility letters, or if you feel your accommodations are not being implemented properly.

**Review testing procedures at the Student Services Center**

If your accommodation calls for extended time, a distraction-reduced testing room, scribe, reader and/or certain technology not provided within the classroom, you must schedule an appointment. Appointments must be made **5 business days** in advance at the Geauga Campus and **4 business days** in advance at the Twinsburg Academic Center, in order to ensure that there is availability. Please [complete the form](https://aedc.kent.edu/otrs/) online to schedule your test. You should take your exam at the same time as your class or as close to it. Discuss any exams taken outside of the regular class time with your instructor prior to the test for approval. It is your responsibility to inform the professor that you will be completing the test with the SAS office.

**Meet with your academic advisor**

SAS students receive priority registration. This means you will be able to meet with your advisor usually within the first full month of semester to discuss your courses for the next semester. SAS will email the exact date each semester. Your advisor is your best resource for information about choosing classes, as well as information about dropping classes or changing your schedule.

**Use our free campus resources**

Tutoring: Free tutoring is available online and face-to-face through drop-in sessions and appointment-based sessions with peer and professional tutors. Please check out <https://www.kent.edu/geauga/tutoring-testing> for tutoring information and hours.

Academic Success Workshops and Coaching: Academic success workshops are available to teach students the skills that will help you become a more successful student and achieve your goals. These workshops are available online in your Blackboard account in the course called Geauga Academic Workshops. [**Check out our available workshops.**](https://www.kent.edu/geauga/academic-workshops) If you cannot find this course in Blackboard, email **Brandie Blankenship**or call 330-888-6314.

Academic coaching is available to students who would like one-on-one assistance in any of the topics covered in the academic success workshops. Make an appointment by visiting <advising.kent.edu> or emailing **Brandie Blankenship** or calling 330-888-6314.

[View Our Success Resources](https://libguides.geauga.kent.edu/c.php?g=905479)

**Note:** If you drop or withdraw from a course it is your responsibility to remove your accommodations in Access KSU. In addition, if you need to modify or add an accommodation you must receive SAS approval, and in some cases may need to setup an appointment with the SAS Office.

**Contact the SAS Office with any questions.**

**Brandie Blankenship, Academic Services Coordinator**

**330-888-6314 or** **bblank10@kent.edu**