

CHECKLIST

(For Students with Exam Accommodations)

- Locate Disability Services Assistant's and/or Learning Specialist's Office/Exam room (O-034 – Odin Wing/Castlegar Campus). Contact Learning Specialist on other campuses for exam room.
- Introduce yourself/meet Disability Services Assistant and/or Learning Specialist.
- Provide Disability Services Assistant and/or Learning Specialist with Student Schedule, Course Outlines, and dates and times for upcoming exams.
- Provide Disability Services Assistant and/or Learning Specialist with contact information, i.e. email address, home phone number, cell number, message number, etc.
- As semester progresses, inform Disability Services Assistant and/or Learning Specialist of any changes that occur in scheduled exam days and times, new instructor, change of course information, i.e. changed course to audit, dropped a course, added a course, etc.