

OA STUDENT SEMESTER CHECKLIST

Before Classes Begin

- Log in to AIM and submit your Letter of Accommodation to your professors.
- If approved for note-takers or alternative format books, submit requests for these accommodations via AIM.
- If approved for a smartpen or recording device, contact OA to borrow a device if needed.

Beginning of the Semester

- Speak with your professors about how academic accommodations will be handled in each of your courses.
- Finalize your schedule. Be aware of the semester drop/add deadline.
- Record assignment deadlines, testing dates, and other important dates and reminders in a planner or calendar. Make updates if dates change throughout the semester.
- Review your syllabi and schedule all tests to be taken with the OA Test Center with adequate notice.

Middle of the Semester

- Prepare for class registration for the next semester:
 - Meet with the academic advisor for your major.
 - Check your account for any holds.
 - Make sure your account reflects the correct registration date.
- Register for classes.

End of Semester

- Schedule final exams to be taken with the OA Test Center at least two weeks before the last day of classes.
- Seniors, do your Graduation Term Check through the Office of Records and Registration.
- Return any borrowed assistive technology devices to OA.
- If needed, follow up with OA to discuss the renewal of any temporary accommodations or those that require yearly review and approval in preparation for the next semester.

Throughout the Semester

- Remain in contact with professors about coursework and attendance requirements.
- Request OA Test Center proctoring services at least 5 business days in advance.
Final exam requests require 2 weeks' notice.
- Follow up with OA to discuss your progress and any accommodation concerns that may arise throughout the semester.