**Getting Started with the Office of Student AccessAbility**

**NEW STUDENT CHECKLIST**

**A New Student Is...**
A student who has never registered with the Office of Student AccessAbility at UT Dallas, but has been accepted to the University and has registered for classes.

1. Complete and return the Request for Accommodations and Services. Forms can be retrieved online or in our office. They can be returned by fax, regular mail, or dropped off in person.

2. Submit current disability documentation. Request forms will not be reviewed until documentation is received.

3. OSA will contact student to schedule an intake appointment.

4. Attend intake appointment. Review and discuss documentation with the Director.

5. Director shares self-advocacy strategies with student.

If disability documentation is approved:

6. An individual service plan is established with student to determine what accommodations will be provided.

7. Student given Accommodation Letter along with Provision for Alternate Testing (PAT) forms.

8. Schedule a time to meet with professor. Show him/her the Accommodation Letter. Have him/her complete the PAT.

9. Return the original PAT to OSA within the first two weeks of the semester.

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

**OFFICE OF STUDENT ACCESSABILITY**

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