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.

1. Complete an accommodation letter request form. Forms are emailed to registered students four weeks before the semester begins. Forms may also be retrieved online or in our office.

2. Submit accommodation request form to OSA. Accommodation letters will be ready for pick-up three business days after receipt of request.

3. Pick-up Accommodation Letter and Provision for Alternate Testing (PAT) form(s) from OSA.

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

5. Have him/her complete the PAT form.

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

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

OFFICE OF STUDENT ACCESSABILITY

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