

Accommodation Request Timeline for Classes ACCOMMODATION REQUESTED	TIMELINE REQUIRED
Initial Request for services	Documentation should be provided at least two weeks prior to any requested service.
Accommodation letter for faculty	Accommodation letters will be provided to students to give to faculty within one week of the request provided that all documentation has already been received and approved.
Classroom re-location request	Must make request during the registration period each and every semester. Exceptions are made for emergencies.
Request for interpreters	Semester long classes: at least four weeks in advance Intensive weekend classes: at least four weeks in advance Intensive week-long classes: at least four weeks in advance One time event: at least two weeks in advance.
Requests from faculty for advanced copies of course materials	Two weeks prior to the date they are needed.
Braille print service	Document must be provided on a CD or via e-mail. Five pages or less: One week Larger documents: Two weeks
Enlarged print	One week for 50 pages or less. (Entire text books will not be enlarged unless the entire text book is required for the class, in which case a pdf or doc version of the text to be read electronically will be provided)
Books in electronic format	Four to eight weeks prior to the date needed.
Exam accommodations request	At least one week prior to each exam unless otherwise arranged. Prefer to receive syllabi in first week of semester
Readers	Semester long classes: at least two weeks in advance. One time event (exams): at least two weeks in advance.
Visual Assistant	At least two weeks prior to the semester.
Note-taker	At least two weeks prior to the semester.