STUDENT NAME,

Welcome to my class! I have received your faculty notification letter from the CEA. I encourage you to come talk to me further about your accommodation needs. Below you will find important information about how basic accommodations work in my class. Please note that some accommodations discussed below may not apply to you.

**Exam Accommodations**

***(If Accommodations are not offered in your department)***

Please take note that in order to receive additional time on exams, you will need to schedule your test with the CEA Test Center. Please be sure to bring a basic calculator and a scantron to each exam.

Follow-up with the CEA

  **OR**

***(If Accommodations are offered in your department)***

Please take note that in order to receive additional time on exams, you will need to schedule your test with Dr. Lynn Cleaveland in the MRTC a week before each exam. Please be sure to bring a scientific calculator, note card with formulas, and a scantron to each exam.

**Note Taker Accommodations**

Please contact CEA to confirm need for and status of receiving a note taker.

**Flexibility in Attendance**

Please make an appointment to come see me during my office hours within a week of my receipt of your accommodation letter. There are important parameters that need to be worked out in order to make this accommodation works as intended. If you have concerns about meeting with me, please contact the CEA and they will be happy to help us get this accommodation set up properly.

I look forward to working with you this semester. Please let me know if you have any questions or concerns.

Sincerely,