



**Geauga and Regional  
Academic Center**

## **Guide to Using Your Accommodations**

Once your accommodations have been approved you will want to ensure that you are using all the resources available to you to ensure your success. Follow these simple guidelines to help you.

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### ***Request course accessibility letters each semester***

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SAS will not send your course accessibility letters until you request your letters through Access KSU. This must be done **every** semester for every class where you want to use accommodations. SAS will email your course accessibility letters to your instructors within one business day of receiving your request. Please make sure to request your accommodations in a timely manner as some accommodations require advanced preparation and planning.

**\*\*Note:** Professors are not obligated to provide you with classroom accommodations if you have not provided your accommodation letter. Accommodations are not retroactively applied.

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### ***Review the SAS Student Handbook and other policies on our website***

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Paper copies of the handbook or policies are available through the SAS office. SAS students are responsible for reading and understanding the handbook and all relevant policies and procedures. Please contact SAS at 330-888-6314 or [bblank10@kent.edu](mailto:bblank10@kent.edu) if you have questions or concerns.

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### ***Communicate regularly with your instructors***

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Communication with instructors is essential. Introduce yourself to your instructors at the beginning of each semester. This is a good time to discuss your accommodations, as well as any questions or concerns you have about the class. Make certain that you are familiar with the syllabus and the course requirements so that you can address any questions or concerns you may have regarding the application of your accommodations. Please remember that you do not need to identify the nature of your disability to your professors; however, many students have found it helpful to discuss their specific learning styles with their instructors.

**\*\* Note:** Contact SAS at 330-888-6314 or [bblank10@kent.edu](mailto:bblank10@kent.edu) immediately if your instructors did not receive your course accessibility letters, or if you feel your accommodations are not being implemented properly.

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## ***Review testing procedures at the Student Services Center***

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If your accommodation calls for extended time, distraction-reduce testing room, scribe, reader and/or certain technology not provided within the classroom, you must schedule an appointment. Appointments must be made **5 business days** in advance at the Geauga Campus and **4 business days** in advance at the Regional Academic Center, in order to ensure that there is availability. Please visit the Student Services Center to complete the forms needed to take your exam. You should take your exam at the same time as your class. Discuss any exams taken outside of the regular class time with your instructor prior to the test. It is your responsibility to inform the professor that you will be completing the test with the SAS office.

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## ***Meet with your academic advisor***

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SAS students receive priority registration. Meet with your advisor in the first full month of each semester to discuss your courses for the next semester. SAS will email the exact date each semester. Your advisor is your best resource for information about choosing classes, as well as information about dropping classes or changing your schedule.

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## ***Use the campus resources***

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**Walk-in Tutoring:** Free walk-in math, english/writing, nursing, chemistry and geology tutoring and scheduled subject-specific tutoring is available. Tutoring is located in Room 133 at the Regional Academic Center and Room 120 at the Geauga Campus. Please check our tutoring hours. More information is online at <https://www.kent.edu/geauga/tutoring-testing>.

**Peer Assisted Learning (PAL) Tutor:** Free tutoring service which provides one-on-one and small group tutoring by appointment for those students who are interested in regular, weekly tutoring assistance or on an as needed basis. Every effort will be made to accommodate an individual's schedule, but this is not a guarantee.

**eTutoring:** Kent State University students have access to FREE online tutoring through the Ohio Collaborative eTutoring Network. Access the site from anywhere and check out the tutoring schedules posted in bi-weekly increments. Your KSU e-mail address and your birthdate are all you need to get started in eTutoring!

**Note:** If you drop or withdraw from a course it is your responsibility to remove your accommodations in Access KSU. In addition, if you need to modify or add an accommodation you must receive SAS approval, and in some cases may need to setup an appointment with the SAS Office.

**Contact the SAS Office with any questions.**

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