

Student Disability Services

Guide to Setting Up Your Accommodations

Once you have met with someone from Student Disability Services to determine appropriate accommodations, you will need to follow these steps each semester in order to set up and use your accommodations.

1. Log into My Michigan Tech.
2. Select the Current Students tab.
3. Scroll down to My Courses and select the Request Accommodations tab.
4. On the new screen select the boxes to notify instructors (or use the "select all" option) and then click the submit button.
 - The instructors you selected will be notified of your accommodations through email notification.
5. **Talk to each instructor and discuss your accommodations**, and/or to set up testing accommodations.
6. If you are using **testing accommodations, then five school days before using them you must speak with your instructor**, reminding them that you require accommodations; clarify with your instructor at that time where you will be taking your exam.
7. **Each semester you must repeat these steps** in order to use your accommodations.

Under university policy, if these steps are not all followed or not followed in a timely manner, then accommodations may not be available when you would like to use them. In situations where fewer than five days of notice is given, the instructor is encouraged, but not obligated, to provide accommodations. The instructor will determine, in consultation with the Testing Center in the Jackson Center for Teaching and Learning, whether these accommodations can be met.

Waino Wahtera Center for Student Success

Contact us: sds@mtu.edu 906-487-3558
Administration Building Room 130