Before classes begin:

☐ Log in to AIM and submit your Faculty Notification Letters to be sent to your professors (FNLs)
☐ If approved for a note taker or alternative format books, submit your online request
☐ If approved for a Smartpen, call to schedule this appointment at 803-777-6142
☐ If approved for a Reduced Course Load, submit your online request

Beginning of the semester:

☐ Talk with your professors about how your accommodations will be handled in each class
☐ Finalize your schedule. Be aware of the Drop/Add Deadline dates before a grade of “W” or “WF” is recorded
☐ Keep up with a planner with all your assignments’ due dates
☐ Review your syllabi and schedule all tests for the semester in advance

Middle of the semester:

☐ Remain in contact with professors about classwork and attendance
☐ Be ready for class registration:
   ☐ Meet with your academic advisor for your major
   ☐ Check your account for any holds
   ☐ Make sure your account reflects the correct registration date
   ☐ Register for classes

End of the semester:

☐ If you have not already scheduled your finals, do so at least 2 weeks prior to the semester ending
☐ Seniors do your Senior Check
☐ Return any assistive technology that you may have borrowed

Throughout the semester:

☐ Check in with your coordinator to discuss any struggles you are facing and possible solutions
☐ Request test proctoring services at least 5 business days before the exam
☐ Attend class regularly
☐ If you think you are being denied accommodations let your coordinator know immediately