



Student Accessibility Services (SAS) 2019 Checklist for New Students:

- On **August 5**, SAS will send an email to the Clemson email accounts of all students who are registered with our office and provide additional information and next steps to receive accommodations. Please note that an initial meeting with our office alone does not mean accommodations are automatically implemented for you. Students must log into the SAS student portal and choose their classes and accommodations and submit their letters for their instructors.
- If we discussed use of a *smart pen* (livescribe.com) as an accommodation, an email will be sent on **August 12** that will contain instructions on how to reserve a pen and attend training sessions. If we discussed *E-Texts* as an accommodation, please submit your requests and receipts as soon as possible after purchasing your books. Visit www.clemson.edu/studentaccess for request form and instructions.
- Starting on **August 20**, you may log in to select your classes and accommodations and submit them. You can log into the portal anytime to see updates, including when your letters were sent and when your instructors read or responded to them. The status will be marked as 'Complete' once the letters have been submitted.
- Once classes begin** (as soon as possible), we encourage you to schedule a time to meet with each instructor to discuss how each accommodation will be implemented in each of your classes. It will be especially important to discuss testing accommodations and Medical Absence accommodations with your professors.
- If you and your instructor(s) decide that tests will be administered through the University Testing Center (UTEC) located on the 2nd floor of Vickery Hall, you must schedule your tests **in advance** online through the student portal. More information will be included in the August 5 email.
- If you or your instructor(s) have questions or concerns about how to implement your accommodations in a given course, please contact SAS immediately.
- If you need assistance or have concerns about your ability to take these next steps, please let us know immediately via email or phone call.

Notes:

Questions? Contact us!

Email: studentaccess@lists.clemson.edu

Phone: 864-656-6848

Campus: Academic Success Center, Suite 239