

Instructions for Use of Accommodation Memos

1. Take letters to each of your classes. If you are in an internet class you will need to send your accommodation letter to your instructor as an attachment to an e-mail.
2. Speak to your instructor after class and ask if you can set up an appointment to go over the letter with him or her, privately. Set an appointment time to go over the specific accommodation arrangements with your instructor within the next day or two. For internet classes, send the instructor an e-mail with the attachment of your accommodation asking him/her to review the accommodations and then to e-mail you any questions he/she might have. You should also include any questions you have. One example might be: Are your exams timed? Or, Will I need to arrange to take timed exams in Julie's office or can you extend the timed exams via the internet?
3. Once you and your instructor have worked out the details of the accommodations, you and the instructor need to sign the accommodations letter. A copy of the signed letter will need to be returned to my office. For internet classes, you can send me an e-mail stating the details of the accommodations have been worked out. My email address is Julie.byrnes@gbcnv.edu.
4. Should you or the instructor have any problems or concerns with the accommodations, you should contact me right away. You can reach me by calling (775)753-2271.
5. To arrange appointments for tests throughout the semester you can call the Academic Success Center at (775)753-2149. Please give much advance notice as possible when scheduling tests.