

Semester Check List

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