

### *What is the Letter of Accommodation (LOA)?*

- Your LOA is an official letter from CSCC's Disability Services office, which lists your approved accommodations.
- Your LOA is what you need to present to your instructor in order to receive your accommodations.
- Disability Services will email you a copy of your LOA after you have completed your Intake Interview.

### *How to Use Your LOA*

- Once you receive your LOA, you will need to email your instructors a copy or show them in person. It is recommended that you do both, so that you have a record of submitting it.

**\*DS does not send LOAs to instructors – it is your responsibility to inform your instructor that you are eligible for accommodations.\***

- You are eligible for your accommodations **only after** you have shown your LOA to your instructor. Accommodations are not granted retroactively.
- **Follow up with your instructor** to make sure you both understand how to put your accommodations into place. If you are uncertain, contact your Advocate for clarification.
- If you are approved for the accommodation of Double Time in the Writing Center, you must present your LOA – either in person or via email – to the Writing Center Coordinator prior to making an appointment in order to receive your allotted time.
- You do not need to re-register with Disability Services every semester – once you are registered with our office, you're eligible to receive your accommodations for as long as you are a student at CSCC.
  - If your diagnosis changes and you believe you may qualify for additional accommodations, you may contact your Advocate to discuss this possibility.
- Save a copy of your LOA on your computer so you can easily access it whenever you need it.
- If you lose your LOA, obtain another copy by contacting Disability Services via email (disability@csc.edu) as soon as possible to request a copy.