

**Building toward success:**

**Tips for communicating with your instructors about accommodations**

The final step in the accommodation process occurs when you meet with your instructors to implement your accommodations. The following tips will help you successfully prepare for and conduct this meeting.

**B**

**During your meeting with instructors:**

1. If you make an appointment, show up on time!

TIPS:

If the instructor is late, wait at least 5 to 10 minutes, and then leave a note.  
If you must reschedule your appointment, contact the instructor with as much advance notice as possible.  
If you miss an appointment, apologize in person and reschedule.

2. Dos and :

DO:

Be friendly, greet your instructors, and try to maintain eye contact.  
Show interest in them and the class they teach.  
Maintain a courteous and professional demeanor.  
Project yourself as a serious, motivated student who wants to be successful in their class.  
Be assertive about your needs and assume you are working together to plan for your accommodations.  
Remember to thank your instructors for their time.

D :

3. We recommend students complete these meetings before the end of the second week of classes.

**After your meeting with instructors:**

1. Make the most of your accommodations by maintaining dialogue with your instructors. Frequent communication between instructor and student helps accommodations work well.

TIPS:

Talk with your instructors throughout the term to inform them of challenges you are facing in the class.  
Always react positively and communicate openly with your instructors.  
Ask questions to clarify statements from your instructor. Repeat what you heard to ensure you both understand the issue.  
Email etiquette: Unless an instructor tells you otherwise, keep your emails with them formal. Always include a subject line. Greet your instructor with

