EAC CHECKLIST

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# BEFORE SCHOOL STARTS

Meet with an EAC counselor.

**REGISTER** for classes (the EAC can help you if needed).

Review syllabus and required textbooks/class materials.

Prepare for class by purchasing your textbooks from the OC bookstore or online through sites like Amazon, Chegg, or CheapestTextbooks.com.

If you will be requesting audiobooks, bring your receipt from your textbook purchase to your appointment with Nate (Alt. Media Specialist).

At least **one week** before classes start, log into canvas and review your classes, then add the following information to your calendar:

* “*Start Date*”
* “*End Date*”
* “*Last day to drop with a W*”
* “*Last day to drop with a refund*”
* Make a note in your calendar of all due dates.
* \*Note any holidays, Flex days, or any other day the campus is closed.

# FIRST WEEK OF SCHOOL

After attending your first day of class, you should have an idea of how much support you will need to be successful. **Complete the Accommodations Request Form** to request extra time for testing.

# THROUGHOUT THE SEMESTER

**TESTING**

* If you would like to use a quiet testing environment, proctoring will take place in the library. Please arrange with your instructor at least **3-5 business days BEFORE** **the test**.
* If you prefer to take the test in the classroom, discuss with your instructor how you will receive your extended testing time.

**STRUGGLING IN CLASS?**

* First, contact your instructor and ask for help.
* Next, go to the Tutoring Center and see if you can find help there.
* Still need help? Contact the EAC to make an appointment to meet with your counselor.

# EVERY YEAR

Make sure to ***update your application on our website*** to continue receiving accommodations and support. Make sure you have an ***education plan*** created with your counsellor. Remember that you get to register early (***priority registration***) as an EAC student.