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.