## Steps for Test Accommodation
### For Exams in Online Courses

<table>
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<th>Step</th>
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| **Step 1** | Each semester, meet with a DSPS Specialist* as early in the semester as possible. Do this by:  
- Calling (805) 730-4164 OR  
- Visiting the DSPS Office in SS160  
*If you are out of the area, you may request a phone appointment |
| **Step 2** | During the appointment you will:  
- Request and identify reasonable accommodations  
- Review the process for requesting accommodations from your instructor |
| **Step 3** | E-mail your instructor (using your pipeline account):  
- CC the DSPS Specialist: ____________________________  
- Include the following subject line: Student Request for ONLINE TEST Accommodation  
- Identify yourself as a DSPS student, eligible for accommodation(s), and include your K#  
- Specify the accommodation(s) you are requesting  
- Specify the course title & CRN number  
- Add a note to the DSPS Specialist requesting that DSPS confirm eligibility via e-mail correspondence |
| **Step 4** | The DSPS Specialist will reply to the instructor and you:  
- Verifying DSPS eligibility and requested accommodation(s)  
- Requesting that the instructor agree to accommodations via e-mail correspondence (to both the student and the DSPS Specialist). |
| **Step 5** | Communicate with your instructor well in advance so that you understand how your accommodations will be provided.  
Contact your instructor at least five days prior to each exam to remind him/her of your accommodation(s). |