



Student Instructions for Accommodations

1. Completely fill out and send the **Petition for Accommodations** to Student Accessibility Services. This must be signed by your medical practitioner.
2. Complete and submit the **Request for Accommodations** form and indicate which classes you are requesting accommodations for. This must be done prior to each semester. Documents may be submitted by delivery to the VP of Student Services in Martinez Hall, Room 005B; fax to (505) 287-2329; mail to 1500 N. Third St., Grants, NM 87020; or email to ppc@nmsu.edu as a scanned document.
3. Students enrolled in face-to-face courses shall then:
 - a. Schedule an appointment with Student Accessibility Services to discuss your **Request for Accommodations** and pick up your **Instructor Notification Memo(s)** as soon as possible after submitting the **Request for Accommodations**.
 - b. Deliver your **Instructor Notification Memo(s)** to the instructor(s), preferably within two weeks of when the accommodations were requested.
 - c. Make sure each instructor signs the **Faculty Receipt** form.
 - d. Return the **Faculty Receipt** form with signatures from each instructor to Student Accessibility Services within two weeks of when the accommodations were requested.
4. Students enrolled in on-line courses shall then:
 - a. Correspond with Student Accessibility Services, either by phone or email to discuss your **Request for Accommodations**. Students shall then receive an email from the VP including your **Instructor Notification Memo(s)** as an attachment. The email will be directed to the instructor(s) and copy you.
 - b. Contact the instructor via email to confirm and/or clarify the accommodations you will need for your on-line course.
 - c. Contact the VP of Student Services immediately if an email is not received after the **Request for Accommodations** form is submitted.