

WSU TC Access Services Faculty Checklist

- ☐ Faculty receive email confirming student accommodations for each student who has completed intake requirements with Access Services office. Student is cc'd on that email to help expedite communication.
- ☐ Student follows up and contacts faculty to schedule appointments to review accommodations and any pertinent form(s) that require signatures. Electronic signatures are verified primarily via email.
 - Common forms that require a 30 minute meeting include: Flexible Assignment Agreement and Flexible Attendance Agreement
- ☐ Access Services Coordinator is available to provide assistance for any meetings scheduled with a student with accommodations and faculty member.
- ☐ When student and faculty meet, it is recommended that the student write meeting notes in an Outlook email addressed to faculty member AND Access Services Coordinator. Once the email is sent, all three entities have a record for their files.
- ☐ Faculty link/login for MyAccess is included as a quick link on WSU TC Access Services website: <https://tricity.wsu.edu/current-students/access/> A link to MyAccess tutorials is also included.
- ☐ Student information can be obtained in MyAccess.



Office of

Student Affairs

WASHINGTON STATE UNIVERSITY
TRI-CITIES

Gretchen Hormel, WSU TC Access
Services Coordinator 8/21/2020