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| A sign that signs accommodations Did you inform your professor of your accommodations?This may look like the following:Good Afternoon Professor. My name is \_\_ and I am registered with the Student Disability Resources and Services office. Did you receive my accommodation letter? I receive the following accommodations \_\_\_\_\_ and would like to know how I could collaborate with you to ensure my success in your course. * This should be done during the professor’s office hours for in person courses and via email for online courses.
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| We Are Here to Help!About UsSDRS is here to assist you with your disability related needs. Please contact our office with any questions or concerns. Contact Us**Phone:** (903) 886-5150**Email:** StudentDisabilityServices@tamuc.edu**Web:** tamuc.edu/sdrs |
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| Logo placeholder | Student Disability resources & servicesP.O. Box 3011, Commerce, Texas 75429 |

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| Student Disability resources & services |
| Advocating 101 |

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| **I am unsure of my grade how do I determine this ?*** Be sure to check D2l as some grades are posted there
* If your grade is not in D2l meet with your professor during office hours to discuss the following:
* Good Afternoon Professor. My name is \_\_\_. I’ve noticed that my grade is \_\_\_ OR I am unsure of my grade. What can I do to determine my grade OR what can I do to improve my grade before the end of the semester?

I missed class how do I ensure that I am not penalized?* Good Afternoon Professor. My name is \_\_\_\_. I missed class on \_\_\_\_ due to \_\_\_. I have attached my doctor’s letter (this is if you are sending an email if you are not you would present the doctor’s letter in person).
* You may then want to inquire about any missing assignments.
 | **I disagree with my grade what do I do?*** Email your professor inquiring about your grade professionally and politely
* Contact SDRS Case Manager to inquire about your next steps

“If you are unsure of what to do in any situations regarding your disability please contact our office.”**My accommodations are not being followed. What do I do?*** First review your accommodation list to ensure that you are in fact certain that you do have the accommodation that is possibly not being followed
* Contact the SDRS before engaging with your professor
* If you choose to reach out to your professor be polite, professional, and appropriate
 | A picture of an envelope**How do I send an appropriate and professional email to my professor, colleague, or mentor?**An appropriate email has a grammatically correct subject, starts out with a greeting, has a body, and a closing with your first and last name and your CWID. |