

**NORTHWESTERN UNIVERSITY
CHEMICAL AND BIOLOGICAL ENGINEERING**

MENTAL HEALTH RESOURCES

Prepared by:

**ANTI-RACISM, DIVERSITY, EQUITY,
AND INCLUSION COMMITTEE**

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Introduction

This document is the result of valuable feedback from our community; it is meant to serve as an annotated guide rather than a comprehensive list. We hope that the resources compiled here provide a starting point for dealing with a wide variety of mental health topics. We wish you the best of luck with your academic career and remind you to take the time to care for your mental health. The most important part of our department, university, and community is *you*.

**ARDEI Committee - Accessibility, Ableism,
& Mental Health Team**

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Therapy:

A Quick Introduction

Therapy can be a great option if you feel like you could benefit from mental health support! There is no topic too big or too small for you to work through with a therapist. Having a professional to talk to can alleviate a lot of personal pressure and help you reach your goals. The framework can be challenging to navigate, so we've broken it down in this next section.

Therapy and Associated Services

In this section you will find protocol for:

- Accessing therapy through Northwestern and other institutions
- Determining your insurance coverage for mental health care
- What to expect in a therapy appointment

Northwestern CAPS

Counseling and Psychological Services (CAPS) is Northwestern's office for mental health services and is mainly for short term (6-8 sessions) or group therapy, as well as crisis services.

Evanston:

633 Emerson Street
Searle, 2nd Floor
Evanston, IL 60208
847-491-2151

Chicago:

710 N. Lakeshore Dr
Abbott Hall, 5th Floor
Chicago, IL 60611
847-491-2151

Counseling Practices Outside CAPS

This [referral database](#) allows you to choose your preferences to help you find a therapist who aligns with your goals and may be helpful for longer term therapy. These are just a few of the options outside of CAPS that have licensed professionals who may be taking new clients, but you can also do your own searching to find a person or group who might be right for you.

Northwestern also provides access to TimelyCare at no cost to students (full- and part-time, undergraduate and graduate). TimelyCare is a virtual counseling/mental health support resource offering many services such as scheduled counseling, group sessions, health coaching, and TalkNow (on-demand access to a mental health practitioner at all times). Find out more and sign up for [TimelyCare at the link!](#)

Types of Mental Health Professionals

Therapist/Clinical Counselor: A licensed professional with at least a Master's degree in psychology, counseling, or a related field. Licensing generally requires additional working experience.

Psychiatrist: A medical doctor with a specialization in treating mental illness. They are able to write prescriptions for medication.

Psychologist: A professional with a doctoral degree in psychology, the study of the mind. They generally complete an internship for additional training in treatment methods or theory.

Clinical Social Worker: A licensed professional with at least a Master's degree in social work. They generally provide case management in addition to therapy, often advocating for patients and their family.

*Info in this section primarily obtained from the [following link](#).



See the next two pages for flowcharts detailing how to access resources and what to expect in a therapy session.

Resources for Therapy:

In this section, we provide a flowchart for accessing therapy and navigating the surrounding framework, including a brief description of insurance benefits. If you need additional information, CAPS can provide contacts for you.



Scheduled Therapy

Are you interested in scheduled therapy appointments as a support mechanism or do you need to speak to someone immediately?

Immediate Crisis



Yes No
Have you been in therapy before?

Would you prefer to continue with your previous/current therapist?

Yes, but I need help transferring to Northwestern

No

See the scripted responses on page 21 for how to communicate this to your therapist and find a better match for you!

Continue



What type of insurance do you have?

NU-SHIP

See [this link](#) for a summary of the coverage available.

Private

Postdoc, Staff or Faculty Plan

See [this link](#) for a summary of the plans available to each of these groups and their coverage.

See [this link](#) for resources on how to use your insurance for mental health care.

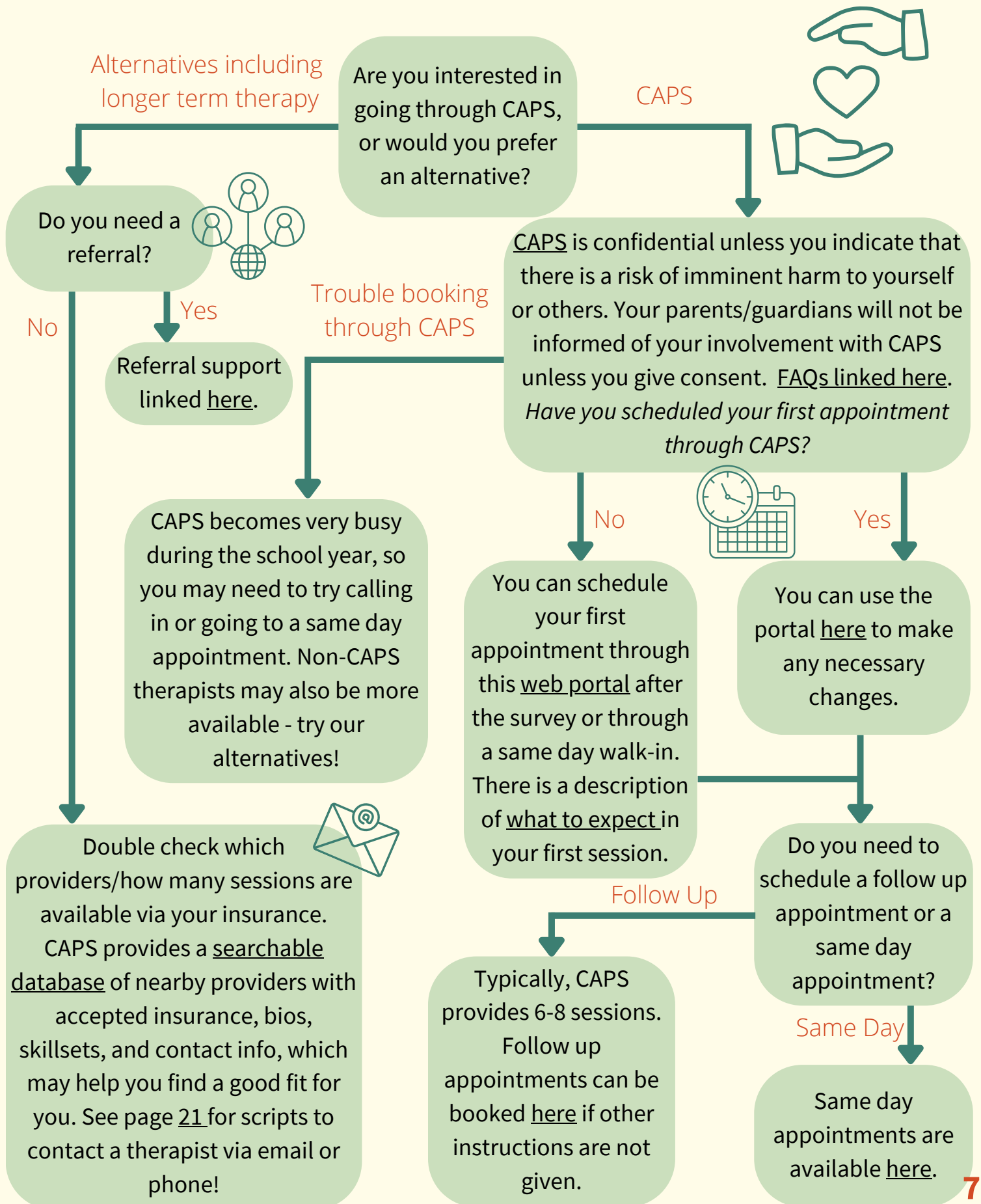


1. **CAPS FAQ**
2. **National Suicide Prevention Lifeline:** For 24/7 free and confidential support, call 1-800-273-8255 (as of July 16, 2022 can now just dial 988) or use the [web chat](#)
3. **Crisis Text Line:** For 24/7 free and confidential support, text HOME to 741741.
4. **Trans Lifeline:** For 24/7 peer support from trans people for trans people, call US: 877-565-8860 / Canada: 877-330-6366
5. **LGBT National Help Center:** 24/7 free and confidential peer support for member of the LGBTQ community via phone (888-843-4564) or online chat
6. **National Domestic Violence Hotline:** 24/7 free and confidential support via phone (1-800-799-SAFE (7233)) or online chat for people affected by domestic violence or intimate partner violence

See the next page for more info on CAPS and other therapy options.

Expectations for Therapy:

In this section, we detail what you might expect as you set up and engage in therapy sessions. We hope to provide a look into the process for both first-timers and those who have previously participated in therapy.



Options Other than Therapy:

A Quick Introduction

Although therapy can be extremely beneficial for many people, we recognize that therapy is not for everyone. If you don't want to see a therapist, check out some of the other resources we've compiled in this section. These resources are also great to incorporate even if you are seeing a therapist!

Options Other than Therapy:

Mental Health and Wellness Apps

There are several apps available which are meant to help with mood tracking, stress reduction, symptom tracking, and self care. Here, we list a few options. The Northwestern-supported resources are linked, and most others can be found in app stores. We encourage you to consult the apps' terms and conditions to learn more about data privacy.

● Paid ● Free ● Free and Paid Versions Available

Meditation

Headspace ●

Offers guided meditations to help with concentration and sleep.

BREATHE ●

Meditations and breathing techniques for Northwestern students. Includes stress relief practices.

IBreathe ●

Breathing techniques to help with concentration, stress, and anxiety.

Bellybio ●

Teaches deep breathing techniques to help with stress and anxiety.

Calm ●

Includes stories, sleep meditations, mindfulness, and stretching routines.

Reflectly ●

Provides a digital journal with guided prompts to include in a sleep hygiene routine.

Rise ●

Northwestern provided sleep tracker app. Tracks sleep and gives insight into how to maximize productivity and sleep based on personalized patterns.

Sleep

Mood Tracker

Moodkit ●

Uses cognitive behavioral therapy techniques to boost your mood. Includes mood tracking features.

Symple Symptom Tracker ●

Track different symptoms and factors that influence how you feel. Meant for physical and mental health.

WellTrack ●

Northwestern supported wellness tracker.

Eating and Drinking

Reframe ●

Frame and examine your drinking habits for concerns about alcohol consumption.

Recovery Record ●

Helps with managing journey to recover from eating disorders such as anorexia nervosa and binge eating.

Rise Up and Recover ●

Uses self-monitoring tools to help with issues with food, dieting, exercise, and body image.

Stress Management

Happify ●

Includes science-based activities and games to reduce stress and overcome negative thoughts to improve emotional wellbeing.

Personal Zen ●

A simple but effective game-based approach to reducing stress.

MindShift CBT ●

Helps with anxiety relief through cognitive and behavioral therapy techniques.

Additional Resources

Bend ●

Includes stretching routines based on goals about sleep, posture, and time of day.

Aloe Bud ●

Helps develop healthy habits like drinking water, eating, and reaching out to friends.

Options Other than Therapy:

Self-Care & Coping

There is no one right way to perform self-care or cope with challenging thoughts or situations. What works for you may not work for someone else, and vice versa. It will likely take some trial-and-error to figure out what will help you the most, and that's okay! It may even vary from day to day.

The one caveat to this is that your self-care and/or coping strategies shouldn't be hurting you or other people. If that's the case, consider reaching out to a therapist or other trained professional for help finding healthier methods.

Here are a few potential types of self-care you can try.

Fundamental Self-Care



Taking care of yourself isn't always luxurious or glamorous. Things like getting enough sleep, eating balanced meals, and taking your medications can make a major difference.



Active Self-Care

Sometimes we need to go and move! This can get blood pumping, endorphins flowing, and provide a healthy release of energy and emotion.

Indulgent Self-Care



Like the shows and memes say, treat yourself!



Mindful Self-Care

Taking a moment to re-center, relax, and think through things can help you process feelings and feel calmer and more collected.

Social Self-Care



Isolation is sometimes beneficial in short bursts, but we are social creatures. Spend some time among friends or classmates to reconnect!



Crafty Self-Care

Creating a tangible product, whether it be art, a garden, or something else entirely, helps you to feel connected and competent.

Helpful Self-Care



Performing small acts of care for other people, like volunteering or helping a friend with a task, can be beneficial to you as well.



Angry Self-Care

Sometimes you get mad. Sometimes you want to scream or break something. That's okay. Let it out – safely.

Options Other than Therapy:

Northwestern Affinity Groups

Connecting with members of the Northwestern community that have shared life experiences may help you to find a comfortable space and build community and friendships with people who better understand your perspective. Here, we present a few groups within The Graduate School, but there are extensive affinity groups in the larger Evanston and Chicago communities that may fit your identity.

Black Graduate Student Association

"BGSA is a group dedicated to fostering a sense of community among the Black graduate student body, through representing and acting upon its academic, cultural, intellectual, social, and political concerns and interests." -BGSA

Recent Events:

- Welcome Back BBQ
- Juneteenth Celebration
- Graduate Research Conference

Connect:



Chinese International Student Association

"CISA is dedicated to promoting social, intellectual, and cultural activities for Chinese students and scholars. CISA strives to provide benefits for Chinese students and scholars at Northwestern by organizing festival activities and providing information about jobs, etc." -CISA

cssa@u.northwestern.edu

WeChat: NorthwesternCSSA

Connect:



Comunidad Latinx

"CLX fosters a community oriented around Latinx identity, culture, and history. They provide a safe space for their members, give back to the local Latinx community, and educate the wider university community and public about Latinx affairs." -CLX

Recent Events:

- CLX Graduation Celebration
- Board Game Night
- Slam Diaspora

Connect:



Graduate International Student Association

"G-ISA represents all nationalities of graduate students at Northwestern. Their purpose is to cross borders, bring students together to experience each other's culture, and create friendships and connections that transcend the comfortable confines of a student's department or affiliated student group. G-ISA aims to reach out to students from nations that do not have a large presence in the graduate community, and provides them with the aforementioned opportunities." -G-ISA

Recent Events:

- Trip to Six Flags
- International Picnic

Connect:



Graduate Out in STEM

"GoSTEM strives to empower LGBTQIA+ people in STEM to succeed personally, academically, and professionally by cultivating environments and communities that nurture innovation, leadership, and advocacy. While our primary mission is to create community for LGBTQIA+ individuals, we are also strongly committed to intersectionality as an organizing principle, and therefore aim to actively center those who have been historically underrepresented in higher education due to their gender, gender identity, and racial and ethnic backgrounds." -GoSTEM

Connect:



Indian Graduate Student and Scholar Association

"IGSSA serves and fosters a sense of community among the Indian (and larger South Asian) graduate and postdoctoral trainee population at Northwestern." -IGSSA

igssa@u.northwestern.edu

Recent Events:

- Annual Welcome
- Eid Celebration
- Diwali Celebration

Connect:



Options Other than Therapy:

Northwestern Affinity Groups

Queer Pride Graduate Student Association

"QPGSA is an award-winning social, advocacy, and academic group for the LGBTQ+ graduate student community at Northwestern. Founded in 2005, their membership now includes more than 400 graduate students. QPGSA is committed to developing an inclusive and affirming sense of community among the LGBTQ+ graduate students." -QPGSA

Recent Events:

- Queertopia
- Panel on Queer Loss Through Pandemics

Connect:



Society for Advancement of Chicanos/Hispanics and Native Americans in STEM

"SACNAS is a national organization committed to promoting the success of underrepresented individuals in STEM, from college students to professionals. The Northwestern SACNAS chapter primarily serves underrepresented graduate students through professional development, outreach, and cultural activities." - SACNAS

Recent Events:

- 5th Ward STEM Fest
- Ice Skate & Brunch

Connect:



Alliance of Evanston Minority Students

"We are a student-led club on campus geared towards creating intersectional spaces for graduate students that center people of color (POC) and other marginalized racial/ethnic identities. Our goal is to foster relationships between POC/minority students across campus and to host events that celebrate the diversity of cultures represented by Northwestern's graduate student body." - AEMS

Connect:



Graduate Christian Fellowship

"GCF is a community of graduate students that gathers to grow spiritually and to encourage each other as we integrate our faith with our learning and practice." -GCF

Recent Events:

- New Student Welcome
- Apple Picking
- Art Institute Visit

Connect:



Women in Science and Engineering Research

"WISER works towards building community among graduate women in STEM fields, promoting and advancing women's leadership in STEM, and sponsoring workshops and seminars focused on professional skills development for early-career women in the sciences." - WISER

Recent Events:

- Ice Skating and Pizza
- Winter Discussion Social

Connect:



The Subcontinent Project

"The Subcontinent Project organizes meaningful conversations on South Asian politics and culture. Through talks by academics and activists, film screenings, and discussion groups, we address issues broadly concerning gender, sexuality, caste, nationalism, communalism, and human rights within South Asia and its diasporas." -TSP

Recent Events:

- Hosted talks with visiting professors
- Film screening

Connect:



Options Other than Therapy:

Northwestern Affinity Groups

TGS Child and Family Resources Student Advisory Board

"The TGS Child and Family Resources Student Advisory Board is comprised of graduate students associated with The Graduate School (TGS) who are parents or planning to become parents whether through childbirth or adoption. The Board has three roles: to provide feedback on policies, sponsor social events for graduate students with children, and create a group of students that others can reach out to with questions about being a student parent in TGS."

Connect:



Graduate Women Across Northwestern

"GWAN is an interdisciplinary organization that seeks to create community building opportunities for women in the graduate and professional programs at Northwestern University in Evanston, Illinois. GWAN was founded in the fall of 2006 through the Northwestern Kellogg School of Management's Women's Business Association." - GWAN

Recent Events:

- Gender Equity in Academic Research Symposium
- Financial Planning for Graduate Students

Connect:



Accessibility Resources:

A Quick Introduction

There are many resources available to you through Northwestern's Accessibility Office and The Graduate School that will help you thrive in your coursework and research. Here we present a brief guide to accessing these resources.

Accessibility Resources

In this section you will find protocols for:

- Requesting course & research accommodations
- Leaves of absence

Accessible NU Contact Information

accessiblenu@northwestern.edu

Evanston:

2122 Sheridan Rd, Room 130
Evanston, IL 60208
847-467-5530

Chicago:

710 N. Lakeshore Dr, Suite 727
Chicago, IL 60611
847-467-5530

Requesting Accommodations:

This process is identical whether you wish to request accommodations for coursework or lab work.

Fill out an application
@ accessibleNU

Application includes:

- Personal and contact information
- Description of disability(ies)
- Anticipated accommodations and/or accommodations that have worked in the past

Submit appropriate
documentation

Documentation must:

- Be completed by a licensed professional unrelated to the student*
 - Reference a diagnosis
 - Define limitations in an academic environment
 - Recommend appropriate academic accommodations
- Specific guidelines can be found [here](#).*

Meet with an advisor

After submitting an application, typically within a week, a staff member will contact you for an intake appointment.

*If you don't have documentation, you can meet with an AccessibleNU staff member for help.

Accommodations can include:

Testing

Schedule tests with AccessibleNU for increased time, different location, interpretation, etc.

Note-Taking & Alternative Text

Access to technology such as LiveScribe or Glean, request peer note-taking, convert text using [SensusAccess](#).

and more!

Assistive technology (text to speech, hearing devices, braille translation), interpreters & captioning, classroom relocation, priority registration.

Leaves of Absence

In this section you will find:

- General policy
- Medical Leave
- Parental Leave
- General Leave

Leaves allow you to **temporarily suspend your studies and progress toward your degree** due to medical concerns, family responsibilities, or various personal reasons. Leaves must be approved by the **Office of the Dean of Students**, but you should also **discuss the leave with your advisor**.

General Policy

Length of Leave:

- **Medical:** minimum of two quarters, as long as necessary
- **Family:** 12-week paid leave, may be extended
- **General:** minimum of one quarter, no more than a year

Leave Policy:

- **Mid-quarter leaves** (after sixth week of class) will result in withdrawal on transcript
- Students **may not do any work** during a leave of absence
- TGS deadlines (such as qualifying exams) will be extended by the amount of time spent on leave
- Once approvals are obtained, TGS will update your record to reflect that you are on approved leave

Medical Leave of Absence

** Funded PhD students are eligible to receive paid medical leave for up to the first six months, though the leave may extend unpaid as long as necessary. **

Mental Health Leave:

- Schedule an appointment with CAPS for an evaluation
- Submit documentation from evaluation to Dean of Students

International Students:

Medical leaves may provide an opportunity to remain in the country while receiving treatment. Consult with an advisor at the International Office for specific requirements.

Physical Health Leave:

- Submit the following documentation to the Clinical Practice Manager (fax: 847.491.5919)
 - Diagnosis and relevant medical history
 - Test results supporting diagnosis
 - Medications and current treatments
 - Treatment plan for medical leave of absence period
 - Expected outcome of treatment during medical leave of absence
- The Health Service will notify you if a visit with a Health Service Clinician is needed.

You should hear from a Student Assistance and Support Services staff member regarding an appointment 3-5 days after submitting documentation. If not, contact the Dean of Students office for an appointment.

Parental Leave of Absence

Parental leave applies to students of all genders identities who experience the birth or adoption of a child for whom they have parental responsibilities.

General Guidelines:

- 12 week paid leave
- One parental leave can be taken per childbirth event and every 12 months
- All TGS deadlines will be extended by 4 months

Application:

- Discuss a timeline with your advisor and Director of Graduate Studies beforehand
- Submit "petition for absence" form via TGS forms on [GSTS](#) and select "parental leave" 60 days prior to start date (or as soon as possible in unforeseen circumstances)

General Leave of Absence

Students who are not eligible for medical/parental leave are eligible for general leave.

General Guidelines:

- Minimum of one quarter, maximum of one year
- May be requested in the current quarter before course withdrawal deadlines, but not after the due date has been reached for the final assessment for any course in which you are enrolled
- You might not receive funding during leave, but funding will resume as normal after approved leave period ends
- You may petition for extension of leave by contacting gradservices@northwestern.edu at least 6 weeks before the start of the quarter in which you had planned to return
- Extension of leave must be approved by your Director of Graduate Studies and TGS

Application:

- Discuss a timeline with your advisor and Director of Graduate Studies beforehand
- Submit "petition for absence" form via TGS forms on [GSTS](#) and select "general leave"

Reporting Harassment & Discrimination: *A Quick Introduction*

We are committed to building a campus that is respectful of all people. Unfortunately, we are not there yet. If you have experienced harassment or discrimination of any kind, know that it is not your fault and that you did not deserve such treatment. This section contains various ways that you can formally report incidents to Northwestern University (NU) or law enforcement, if applicable.

Reporting Options

Discrimination

See page [20](#).

Sexual Harassment or Assault

If you are in immediate danger, please call **911**. If you are experiencing a mental health crisis, please call **988** or the NU CAPS hotline at (847) 491-2151.

Another Issue

See page [20](#).

What sort of process would you like to start?

I'm not sure

The NU Office of Equity can help you figure out next steps to take. Contacting this office *does not* mean you have to start an investigation.

NU Office of Equity

File a report [here](#). You can also report in person, by email, or by phone. See [here](#) for more information.

Now what?

The Office of Equity will introduce their office, provide a confidential resources guide, and offer to meet with you to discuss next steps.

If you want, they will help you to start a Title IX investigation or file a police report, but they will *not* force you to do this.

There is also a detailed guidebook [here](#). Other relevant resource guides are found [here](#).

University Investigation

Legal/Criminal Investigation

You can do both options if you wish to.

NU or Local Police

You can start a police report by calling or visiting the NU or local police department. Phone numbers and addresses are [here](#).

Now what?

The NUPD has a detailed explanation of their process [here](#). The Evanston or Chicago PD will have similar steps. The Office of Equity can also help with this process.

I don't want to report

You can receive support without reporting.

NU provides lists of on- and off-campus resources compiled by CAPS and the Office of Equity [here](#) and [here](#).

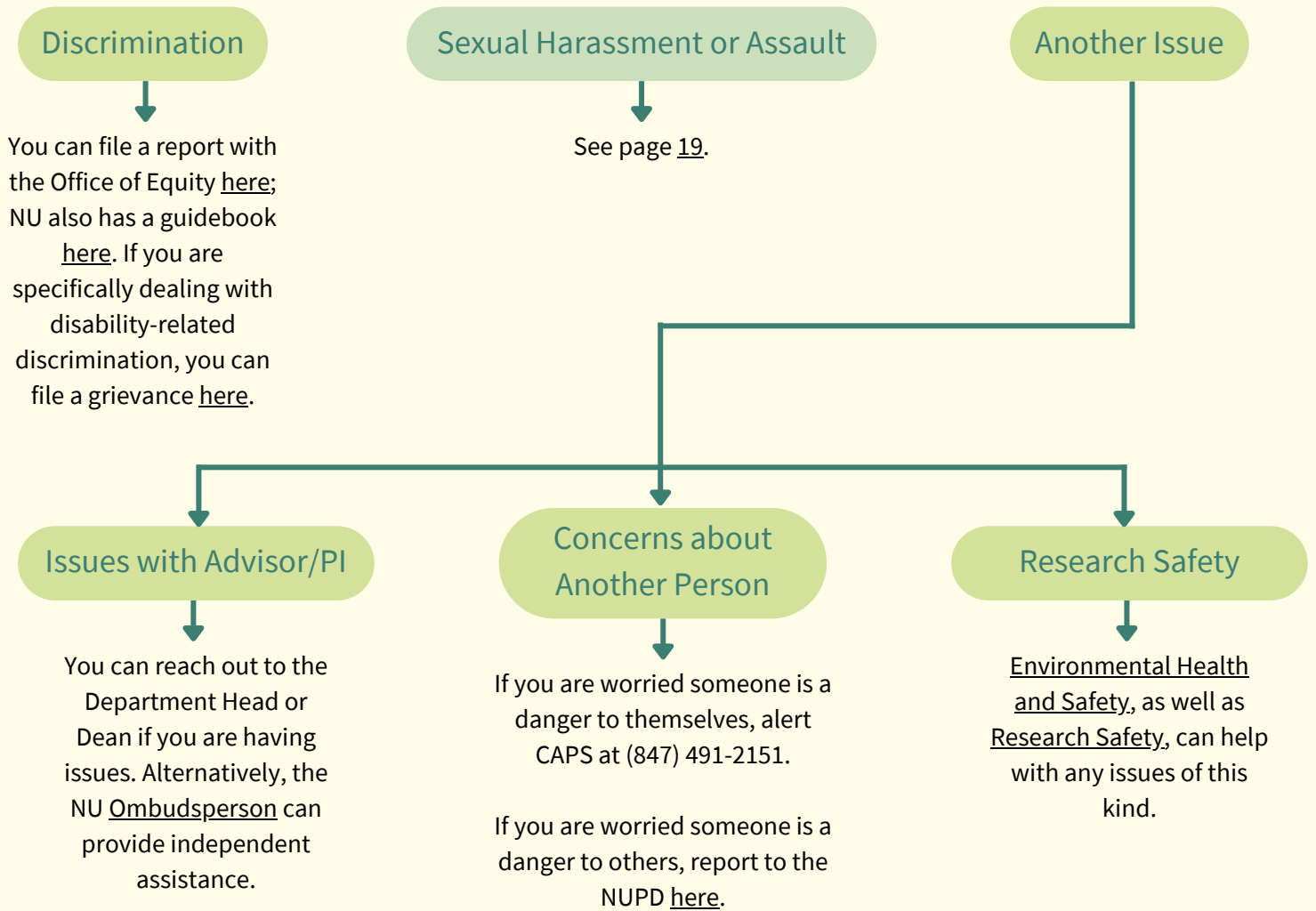
The [CARE Office](#) is also trained to provide support.

For resources *not* associated with NU, [Resilience](#) offers assault crisis hotlines and other resources through the city of Chicago

See our section on therapy (page 4) for other ways to get help.

Reporting Options

Part 2



Do I have to report harassment/assault someone else tells me about?

This depends on your role. If you are a faculty or staff member, or a TA, you may be a required reporter. Otherwise, you may not have to. More information on required reporting can be found [here](#).

What's the difference between a confidential and non-confidential resource?

Confidential resources are not required to tell the university (or anyone else) what happened. Some of these resource can be found [here](#). Other on-campus offices and individuals are likely required to report.

What happens if I file for a Title IX investigation?

Title IX consists of a specific set of acts and locations, making it more narrow of a definition than other sexual harassment policies (like the [Policy on Institutional Equity](#)). An official Title IX investigation will follow the process outlined in the [Interim Policy on Title IX Sexual Harassment](#); the Office of Equity will walk you through this process.

What happens if I file another university complaint or report?

Northwestern policies outline what will happen once a [sexual harassment report](#), [disability grievance](#), or [discrimination report](#) is filed. If the legal jargon in these documents is tricky to understand, note that the Office of Equity or other NU offices can help you.

Scripts for Mental Health Access:

A Quick Introduction

We recognize that navigating mental health and accessibility resources for the first time, or honestly at any time, can be stressful. It can be challenging to find the language to communicate your needs and find the resources that fit them. In the following section, we have created a few example scripts for scenarios such as switching therapists or requesting disability accommodations.

Scripts for Mental Health Access:

Here, we have included example email and phone scripts for initial therapy appointments and requesting disability accommodations. This can serve as a general framework, and you should feel free to add your own case by case specifics.

Initial Therapy Appointment

Phone Call

Northwestern CAPS: 847-491-2151 (you can call for a same-day virtual appointment or schedule an appointment)

Office: Hello, this is Maya from the Ocean Therapy Office speaking. How can I help you?

You: Hi Maya, I would like to schedule an appointment.

Office: Great, have you been to this office before?

You: No, I have not.

Office: Do you have any preference for who you see? Anne, Maria, and Diego all have available consultation times in the next week. Otherwise, we can go off your schedule.

You: I am mostly available on Tuesdays and Thursdays after 3 pm. Are there any times in that window?

Office: Yes! I'll slot you in for next Tuesday at 4pm with Maria. She will call you for a consultation to determine if she is a good fit. After that, we can start scheduling regular appointments. Can you give me your name and phone number?

You: Yes, its CHBE Student and XXX-000-0000.

Office: Great, I will add you in.

You: Sounds great. Have an awesome day.



A therapy consultation allows you to determine whether a therapist is a good fit. It's typically free and informal. Try to be prepared with a few questions you might have or things that you are looking for in a potential therapist.

Email

Dear Ocean Therapy,
I am interested in scheduling an initial consultation. Based on the website, I am interested in both Maria and Diego as possible therapists. I am available on Mondays and Tuesdays after 4pm. Let me know if they have any availability during these times.
Best,
You



Switching Therapists

Switching therapists is fairly common, so don't worry about it! If you want to switch, try to reflect on what was missing from your relationship with your therapist, and what you want from your new one. If you are uncomfortable with "breaking up" with your therapist in person, you can call or text them. Don't feel pressure to explain yourself to anyone, because ultimately therapy is for you and if you decide it would be best to switch, that is all that matters.

Phone Call

Northwestern CAPS: 847-491-2151 (you can call for a same-day virtual appointment or schedule an appointment)

You: Hi Maria, how are you?

Maria: I am good, how are you enjoying the summer?

You: It has been great so far! I am calling because I have decided that I no longer want to continue our sessions.

Maria: Okay, I completely understand. I will let the office know to cancel your weekly appointment. Would you like to have a final appointment this week?

You: No, that's okay.

Maria: If you would like to switch to someone else in the practice, you can call the office, or I can recommend someone I think would be a good fit.

You: Okay, that's good to know! Thanks for everything.

Maria: Bye!



Note: If you have looked at the descriptions of therapists who work at a specific office and have someone you are (or are not) interested in working with, let the office know. This is for you, so don't worry about being picky. Finding the person who is the best fit may take a little bit of work on the front end, but it is important not to settle for someone who you are not totally comfortable with.

Email




Dear Maria,
I have decided I no longer want to continue our sessions, starting next week. Thank you for everything.
Best,
You

Requesting Disability Accommodations from a Faculty Member

See page 14 to learn more about resources available and how to access them.

Email



Dear Professor Orange,
I am in your Introduction to Dogs class this quarter, and I am writing to request disability accommodations. I will require a separate room to take exams and extra time. I am attaching the paperwork from the Office of Disability Services for your reference. Let me know if you have any questions.

Best,
You

In person (after class, etc.)

It's best to bring this up early on .

You: Hi Professor Orange, my name is Maya and I am a second year PhD student in Professor Apple's group. I really enjoyed today's lecture!

Prof. Orange: Hi Maya, nice to meet you too.

You: I want to let you know that I have disability accommodations for taking exams. I will require a separate room and extra time. I am happy to send along more information from the Office of Disability Services if that would be helpful. When we get closer to our first exam, I will follow up to meet and discuss my arrangements.

Prof. Orange: Okay, thank you for letting me know. If you could email me the paperwork that would be great. I will talk to the TAs about getting you accommodations.

