## Submitting Semester Requests – Accommodate Student Interface

1. Students can submit a semester request by choosing **Accommodation** in the left navigation menu of the student interface, and then selecting **Semester Request**.

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¢	Home	Return to Accommodation   Return to list (Accommodation)						
Ģ	Accommodation	Accommodation						
	Accessibility Request							
Ľ	Semester Request	Accessibility Request Semester Request Letters Equipment Documents						
	Accommodation Letters	Semester						
	Equipment Documents	Summer II 2020						
Ľ	Resources	Apply Search Clear						
Ê	Surveys	Appy Search						
Ö	Calendar							
ø	Profile	Add New 15 Results						

- 2. This process must be completed each semester if accommodations are needed.
- 3. All previously approved requests will be listed on the page for the student to review.

Accommodation				
Accessibility Request Semester Request Letters Equipment Docu	ments			
Semester				
Fall Semester 2020	✓			
Apply Search Clear				
Add New 15 Results	1= SORT BY: Date Needed $\sim$ Showing $^{20}$ $\sim$			
Time and a half or 50% extended time to take exams/quizze exams/quizze).	s in a quiet location (In-person and Online			
Summer II 2020				
Started on June 10, 2020				
Ends on August 11, 2020				
Created on June 08, 2020, 2:51 pm				
Preferential seating				
Summer II 2020				

4. After choosing the **Add New** button the student will see their approved and renewable accommodations at the top. The student will then choose the semester for which the request is being submitted and their courses will populate on the right side. From here, the students can click **Submit for all Accommodations** or **Review the Renewal**.

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Accessibility Request	Supplemental	Semester Reque	est Letters	Equipment	Documents	
Extended time Note taking of	n approved for: e on examinations r assistance with l educed examinatio	ecture notes ns				
emester Fall 2019 Back		~	Submit For All Ac	commodations	Review The Renewal	
		C	course Title	Code	Start Date	End Date
		F	all 2019 Class	FA19	August 26, 2019	December 20, 2019
		s	Submit For All Ac	commodations	Review The Renewal	
ssibility Services Manageme	ent System					Privacy Policy   Terms of

Accommodate Student Login

5. Within 5 to 7 business days, student should log back into their profile on Accommodate and follow the next steps to receive the Faculty Memo.

Semester Filter for Semester Accommodations

1. Semester filters are available to students when they are viewing the list of already submitted semester requests on their interface. The student can search for their approved accommodations and print out the Faculty Memo.

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Home	eturn   Return to list (Accommodation)						
Accommodation	Accommodation						
Accessibility							
Request	Accessibility Request Supplemental Semester Request Letters Equipment Documents						
Supplemental	Accessionity request Supplemental Semester request Letters Equipment Documents						
Semester Request							
Accommodation	Semester						
Letters	~						
Equipment							
Documents	Start Date						
Appointment	Select Clear to Select						
Documents	Clear						
Resources	End Date						
Note-Taker Network							
Survove	Select Clear to Select						
	Clear						
Calendar							
Profile	Apply Search						
	Accommodation Accessibility Request Supplemental Semester Request Accommodation Letters Equipment Documents Appointment Documents Resources Note-Taker Network Surveys Calendar						

Accommodation Letters – Faculty Memo

 Letter tab under the Accommodations Letters is where you would be able to find your Faculty Memo. Students have access to print letter and generate PDF. It's the student's responsibility to give the Instructor the Faculty Memo via their Bucks email for accommodations.

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	Home	Return to Accommodation   Return to list (Letters)				
Ģ	Accessibility Request	Accessibility Letter sent at 2020-04-16 10:28:51				
	Semester Request	Accessibility Request Semester Request Letters Equipment Documents				
	Accommodation Letters	Print Letter Generate PDF Cancel				
	Equipment	Finit Letter Generate FDF Ganger				
	Documents	Send Notification				
Ê	Surveys	Subject Faculty Memo				
 ®	Calendar Profile					
3 <u>0</u> 5	PIONE	HTML Body				
		DRUCKS Backs County 275 Swamp Road Community College Newtows, PA 18940.4166				
		Te: Instructors				

If you have any questions or are in need of assistance please feel free to contact us at our main number (215) 968-8182 or email us at <u>accessibility@bucks.edu</u>.