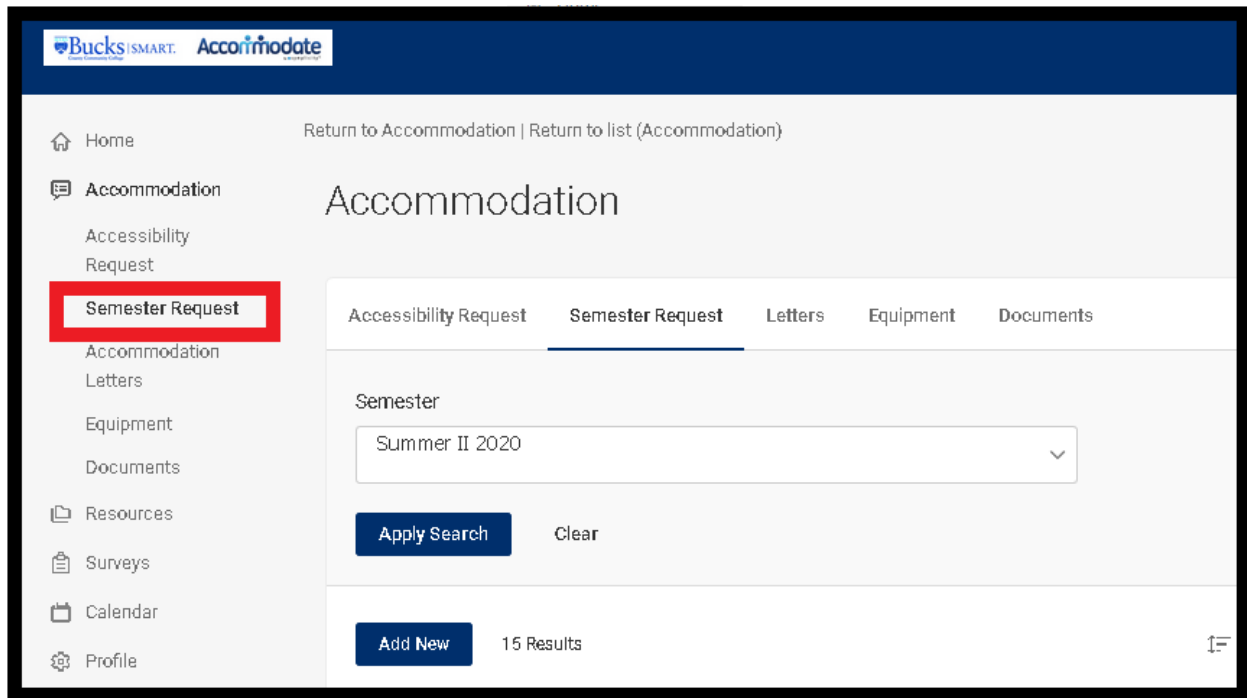
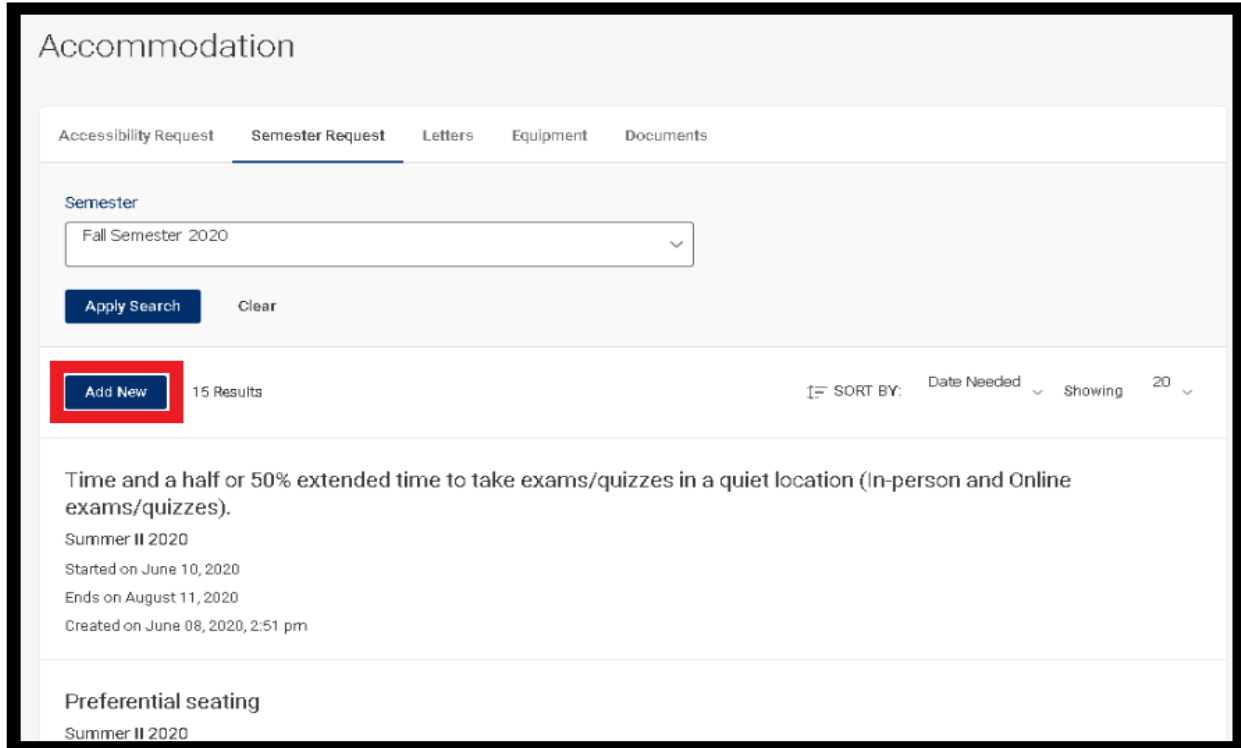


Submitting Semester Requests – Accommodate Student Interface

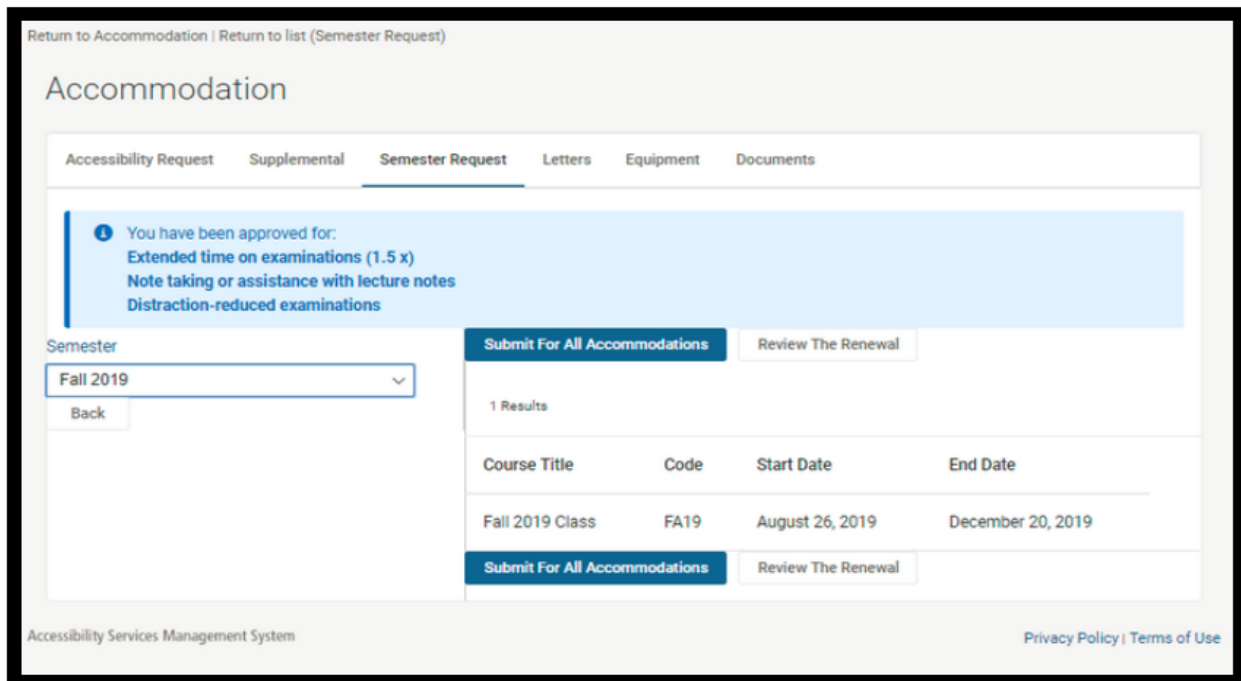
1. Students can submit a semester request by choosing **Accommodation** in the left navigation menu of the student interface, and then selecting **Semester Request**.



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.



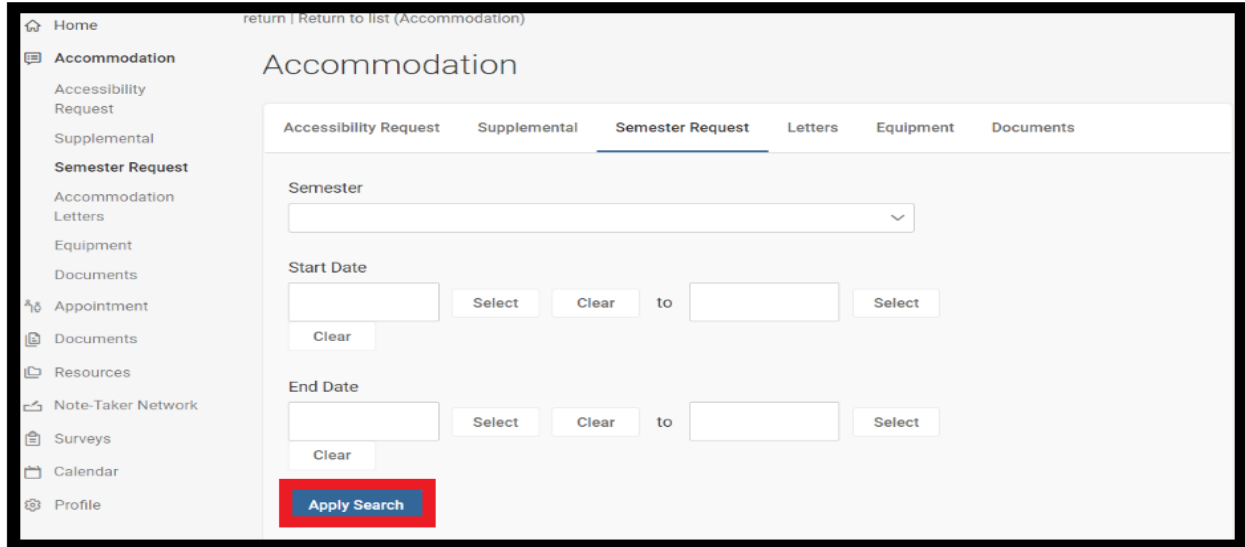
4. After choosing the **Add New** button the student will see their approved and renewable accommodations at the top. The student will then choose the semester for which the request is being submitted and their courses will populate on the right side. From here, the students can click **Submit for all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



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.

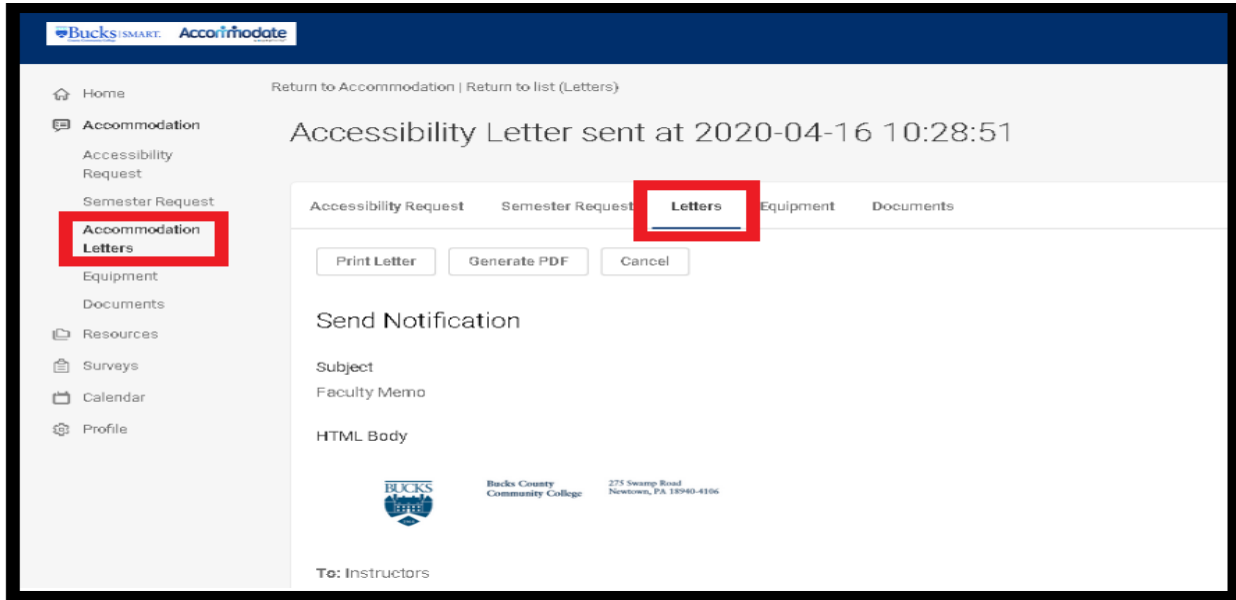
Semester Filter for Semester Accommodations

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.



Accommodation Letters – Faculty Memo

1. **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.



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 accessibility@bucks.edu.