

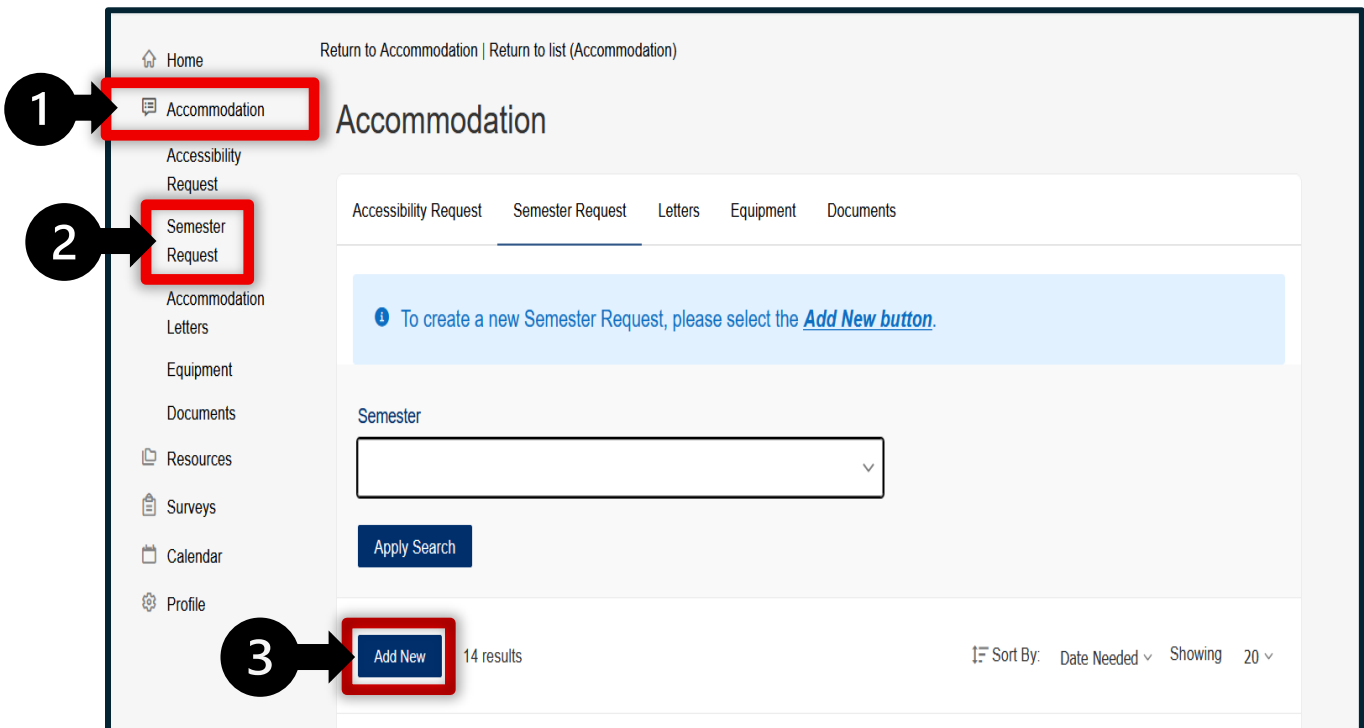
Submitting Semester Request

Students must be registered for classes before requesting semester accommodations. Please allow 24 to 48 hours for your classes to appear in Accommodate before making your request.

Students may request their accommodations each semester they are enrolled at Bucks.

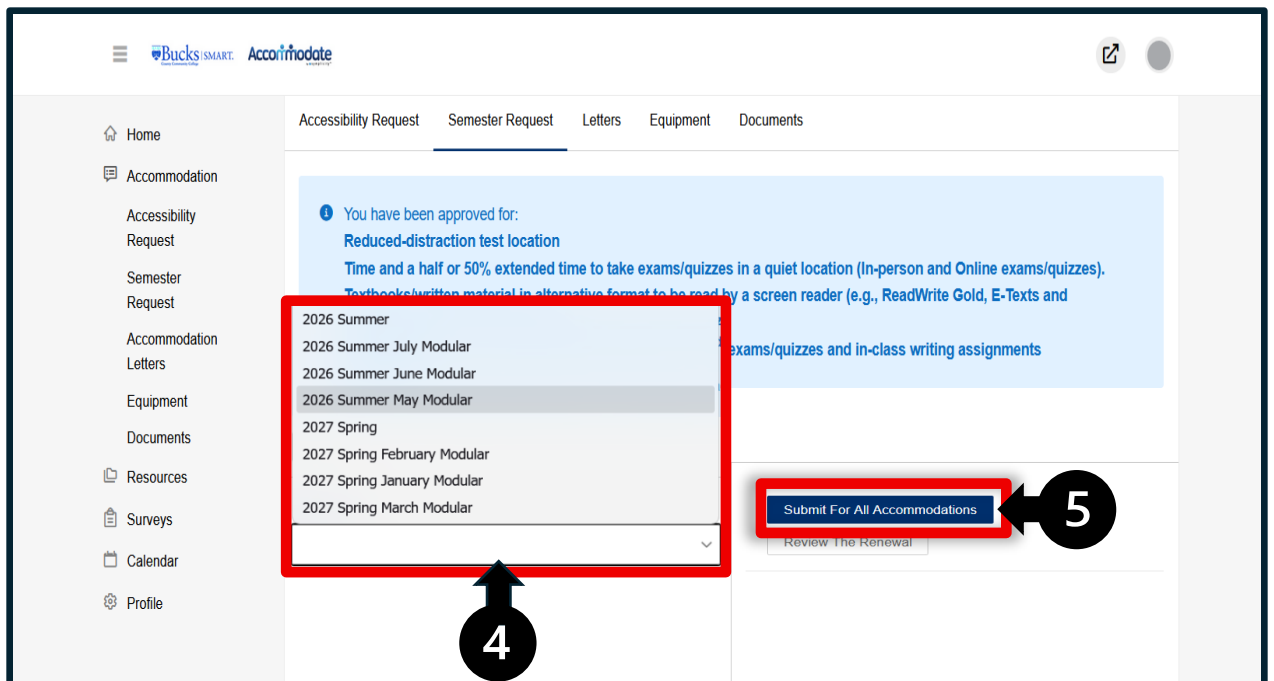
Accommodations are not automatically sent to instructors; students must follow the process below:

- **Log in to your [Student Accommodate System](#).**
- Navigate to the semester request by clicking **Accommodation**, **Semester Request**, and the **Add New** button. Your approved accommodations display at the top of the window.



The Accessibility Office Accommodate Semester Request

- Choose the semester from the drop-down list.
 - a. *Your registered classes will be listed on the right-hand side.*
- Select **Submit for all Accommodations**.

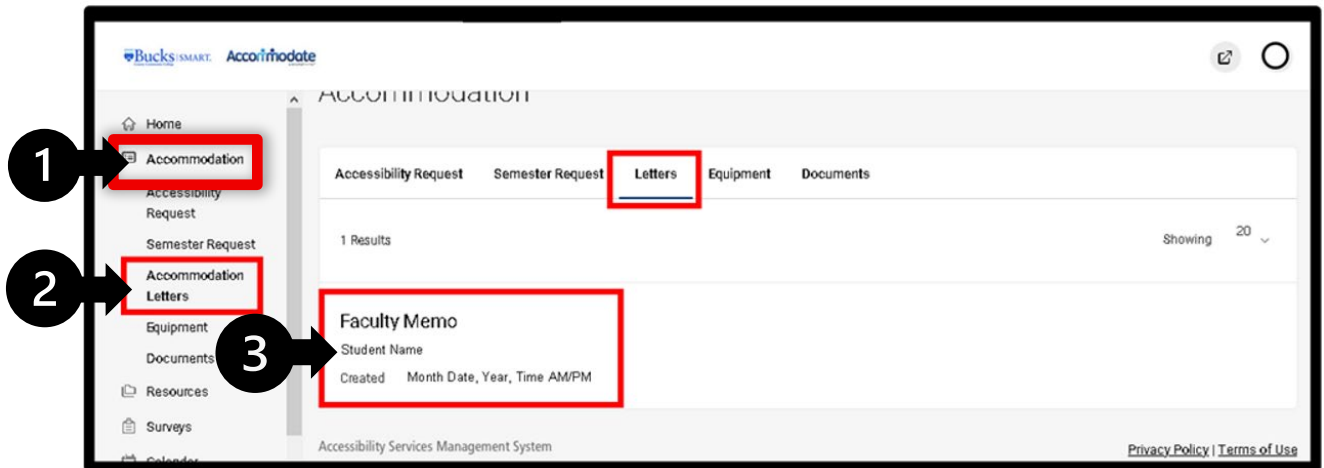


If you have any questions or need assistance, please feel free to contact us at our main number (215) 968-8182 or email us at accessibility@bucks.edu.

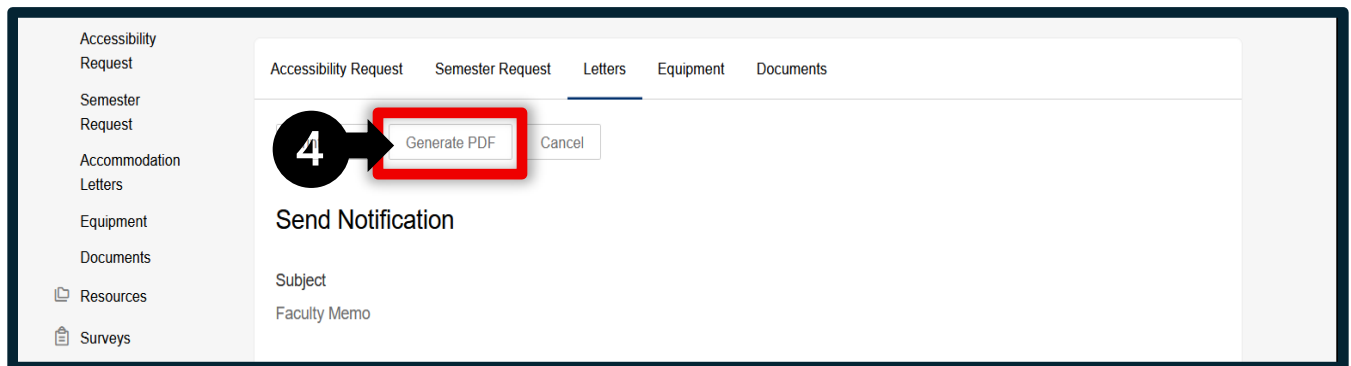
Accommodation Letters – Faculty Memo

It is the student's responsibility to give the Instructor the Faculty Memo via their Bucks email for accommodations.

- Go to **Accommodation** on the left side of the page.
- Select **Accommodation Letters** in the drop-down menu.
- Click **Faculty Memo** under the Letters section.



- Navigate to select the **Generate PDF** button.



- Select the destination to **Save File** and click the **OK** button.

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