

How to Modify Accommodations in a Class

1. Throughout the term, you may see which accommodations you've selected for a specific class by clicking **My Dashboard** in the left-hand sidebar, and scrolling down to view the accommodations listed for each class.

The screenshot displays the 'My Dashboard' interface. On the left sidebar, 'My Dashboard' is highlighted with a blue circle. The main content area is titled 'OVERVIEW' and features a 'PRINTING FACULTY NOTIFICATION LETTER IN PDF' section with a 'Generate PDF' button. Below this is a 'LIST ACCOMMODATIONS FOR 2019-2020 - SPRING' section with a search filter set to 'Search All'. Two class entries are shown:

- BASE 100.99 - Basenaming Fundamentals (CR# A1102)**: Instructor(s) [redacted], Days and Time(s): M at 08:00 AM - 09:30 AM, Date Range(s): 05/26/2020 - 07/07/2020, Location(s): OUTSIDE 0900. Request Status: Approved (green checkmark). First Entered by: [redacted], First Entered on: 06/08/2020 at 09:53 AM, Last Updated by: System, Last Updated on: 06/10/2020 at 02:26 AM. List Accommodation(s) Selected for BASE 100.99: Alternative Testing. Other Information: View Complete Request History, View Faculty Notification Letter Notes.
- BIOG 102.01 - Eagle Animal & Plant Art Phys (CR# 52134)**: Instructor(s) [redacted], Days and Time(s): M at 10:00 AM - 12:00 PM, Date Range(s): 05/13/2020 - 07/07/2020, Location(s): ONLINE ONLINE (Campus: MAIN). Request Status: Approved (green checkmark). First Entered by: [redacted], First Entered on: 06/01/2020 at 03:18 PM, Last Updated by: [redacted], Last Updated on: 06/01/2020 at 02:22 PM. List Accommodation(s) Selected for BIOG 102.01: Alternative Testing. Other Information: View Complete Request History, View Faculty Notification Letter Notes.

- If you need to change which of your eligible accommodations you've requested in a class, click **Modify Request**.

The screenshot shows a web interface for a student dashboard. On the left is a navigation menu with sections: Home, My Accommodations, and Important Dates. The main content area is titled 'OVERVIEW' and contains several panels:

- PRINTING FACULTY NOTIFICATION LETTER IN PDF:** Includes a PDF icon, a note about a 10-second generation time, an important note about faculty notification, a 'Select Class' dropdown menu, and a 'Generate PDF' button.
- LIST ACCOMMODATIONS FOR 2019-2020 - SPRING:** Features a 'Refine Search Result' dropdown set to 'Search All' and a 'Refine Search' button.
- Term Navigation:** A yellow bar with 'Previous Term', 'Term: 2019-2020 - Spring', and 'Next Term'.
- Class Selection:** A row for 'BASE 100.99 - Basarunning Fundamentals (CRN: A3102)' with a blue circle around the 'Modify Request' button and a 'Cancel Request' button.
- Instructor and Schedule Info:** Lists instructor, days and times (M at 08:00 AM - 09:50 AM), date range (05/30/2020 - 07/07/2020), and location (OUTSIDE 0000).
- Request Status:** Shows a green checkmark icon, the word 'Approved', and a table with request history:

First Entered by:	[Redacted]
First Entered on:	06/08/2020 at 09:53 AM
Last Updated by:	System
Last Updated on:	06/10/2020 at 02:26 AM
- List Accommodation(s) Selected for BASE 100.99:** A list containing 'Alternative Testing'.
- Other Information:** Links for 'View Complete Request History' and 'View Faculty Notification Letter Notes'.

At the bottom left, there is a 'Logout' button and a message: 'Once you finish with your session, please do not forget to Log Out and Close Your Browser.'

3. Check or un-check accommodations as needed, then press **Update Request**.

My Dashboard

Home » My Dashboard » List Accommodation Requests

LIST ACCOMMODATION REQUESTS

SYSTEM UPDATE IS SUCCESSFUL
The system has successfully processed your request.

ARTH 136-11 - Histvstart:renaissance-Modern (CRN: 55176) [Cancel Request](#)

Instructor(s): [Redacted]
Days and Time(s): **E at 10:00 AM - 12:50 PM**
Date Range(s): **01/13/2020 - 04/27/2020**
Location(s): **001 2000 (Campus: MAIN)**

Request Status

Approved
First Entered by: [Redacted]
First Entered on: **04/27/2020 at 02:24 PM**
Last Updated by: **System**
Last Updated on: **05/29/2020 at 08:33 PM**

Select Accommodation(s) for ARTH 136.11

<input checked="" type="checkbox"/> Advance Access to Assignments	<input type="checkbox"/> Alternate Seating Option May be Required	<input type="checkbox"/> Alternative Testing
<input checked="" type="checkbox"/> Class Presentation Modification	<input checked="" type="checkbox"/> Classroom Must be Well-Lit	<input type="checkbox"/> Extended Time 1.5X on In-Class Timed Written Assignments

Important Note

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request\(s\)](#).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

[Update Request](#) [Cancel Request](#) [Back to List](#)

[View Request History in Detail](#)

Logout

Once you finish with your session, please do not forget to **Log Out** and **Close Your Browser**.

[Log Out](#)

- Your new request will enter the queue for processing by Disability Services Office staff and will be sent to faculty within three business days. You will see a green-circled checkmark at the top of the screen to indicate that your request was submitted. The **Request Status** below your class will show as **Pending**, and the yellow box below this status will list which accommodations have been removed and/or added.

My Dashboard

Home > My Dashboard > List Accommodation Requests

LIST ACCOMMODATION REQUESTS

YOUR REQUEST WAS SUBMITTED SUCCESSFULLY

The system has received your request and it will be reviewed by staff. If you have not received an email regarding your request within **3 Business Days**, please contact our Office.

Select Accommodations for Your Class

Important Note

- Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below, please contact Disability Services Office.
- Your courses might not display below if you are part of the course-making list.
- To request accommodations, select the checkboxes for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
- If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
- If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Classes

- [Requested] 2019-2020 - Spring - SOCS 100.01 - EXPERIMENTAL & PLANT AND ANIMAL PHYSIOLOGY
- [Requested] 2019-2020 - Spring - SOCS 100.01 - SCIENCE EDUCATION (L/ORN 3030)
- [Requested] 2019-2020 - Spring - SOCS 100.02 - THE PRINCIPLES AND PRACTICE OF SCIENCE
- 2019-2020 - Spring - SHEN 200.03 - INTRO TO SOFTWARE ENGINEERING (COM-3200)

Step 2 - Continue to Customize Your Accommodations

LIST ACCOMMODATIONS FOR 2019-2020 - SPRING

Refine Search Results:

Previous Term	Term: 2019-2020 - Spring	Next Term
ARTH 136.11 - Waterstar/Luncheonette Modern (200 - 331.76)	Modify Request	Cancel Request

Interactions:

Days and Time(s): **F** at 10:00 AM - 12:00 PM

Date Range(s): 05/13/2020 - 04/31/2020

Request Status

Pending

First Entered by: [Redacted]
 First Entered on: 04/27/2020 at 02:24 PM
 Last updated by: System
 Last updated on: 05/23/2020 at 09:12 PM

Pending Approval

Request Submitted on Wednesday, June 10, 2020 at 01:05:52 PM by [Redacted]

- Alternative Testing is Removed.
- Advance Access to Assignments is Added.
- Class Presentation Modification is Added.
- Classroom Photo by Web-Cat is Added.

Available Action(s): [Cancel Pending Request](#)

List Accommodation(s) Selected for ARTH 136.11	Other Information
<ul style="list-style-type: none"> Alternative Testing 	<ul style="list-style-type: none"> View Complete Request History