

How to Request Accommodations/Eligibilities

Before requesting accommodations/eligibilities, you must first register with the Disability Services Office at bachelor.accessiblelearning.com/RIT/ApplicationStudent.aspx.

1. Log onto the **MyDSO Student portal** (bachelor.accessiblelearning.com/RIT). If asked to sign any accommodation related e-forms, please read each one carefully and sign. You will not be able to request accommodations until this is complete.
2. From **My Accommodations** in the left sidebar, select **List Accommodations**.

The screenshot shows the 'My Dashboard' interface. In the left sidebar, under 'My Accommodations', the 'List Accommodations' option is highlighted with a blue circle. The main content area features an 'IMPORTANT MESSAGE(S)' box with a warning icon, stating: 'Please read the following message(s) regarding your account: Your To Do List: No Accommodation Requests Found. You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.' Below this is a section titled 'Select Accommodations for Your Class' with an 'Important Note' containing five instructions regarding course selection and request modification.

3. Click the boxes in front of each class for which you want to request accommodations, then click the button **Step 2 – Continue to Customize Your Accommodations**.

The screenshot shows the 'Step 1: Select Class(es)' form. It contains a list of courses with checkboxes: 2021-2022 - Fall - COMM 211.03 - PRINCIPLES OF ADVERTISING (CRN: 10953), 2021-2022 - Fall - FDTN 141.05L - 4D DESIGN (CRN: 14728), 2021-2022 - Fall - MATH 182A.01 - CALCULUS II (CRN: 13888), 2021-2022 - Fall - PHPS 201.01 - SCIENTIFIC PHOTOGRAPHY I (CRN: 14406), 2021-2022 - Fall - PHPS 201.01L1 - SCIENTIFIC PHOTOGRAPHY I (CRN: 14407), 2021-2022 - Fall - PHPS 211.01 - PHOTOGRAPHIC OPTICS (CRN: 14408), and 2021-2022 - Fall - PHPS 211.01L1 - PHOTOGRAPHIC OPTICS (CRN: 14409). Below the list is a button labeled 'Step 2 - Continue to Customize Your Accommodations', which is circled in blue.

4. Each of your selected classes will be listed separately, followed by a box labeled **Select Accommodation(s) for _____**.

- a. Click the box for all accommodations you wish to utilize for each class. If you have testing accommodation(s), they are collectively listed as "Alternative Testing." Classroom accommodations are listed separately. Housing and other 'non-academic' accommodations will not be listed, since they do not apply to classes.
- b. After making selections, press the **Submit Your Accommodation Requests** button.

MATH 182A.01 - Calculus II (CRN: 13888)

Instructor(s): **Not Specified**
Days and Time(s): **MWF at 08:00 AM - 09:55 AM**
Date Range(s): **08/23/2021 - 12/06/2021**
Location(s): **008 2365 (Campus: MAIN)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for MATH 182A.01

Access to Digital Text Files Alternative Testing Permission to Audio Record Lectures

PHPS 201.01 - Scientific Photography I (CRN: 14406)

Instructor(s): **[REDACTED]**
Days and Time(s): **MW at 01:25 PM - 02:15 PM**
Date Range(s): **08/23/2021 - 12/06/2021**
Location(s): **007B 2182 (Campus: MAIN)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for PHPS 201.01

Access to Digital Text Files Alternative Testing Permission to Audio Record Lectures

PHPS 211.01 - Photographic Optics (CRN: 14408)

Instructor(s): **[REDACTED]**
Days and Time(s): **MW at 10:10 AM - 11:00 AM**
Date Range(s): **08/23/2021 - 12/06/2021**
Location(s): **007B 4020 (Campus: MAIN)**


Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for PHPS 211.01

Access to Digital Text Files Alternative Testing Permission to Audio Record Lectures

Note: You do not have to select all of your accommodations for each class, but are able to choose the accommodations you need.

5. You will see a green-circled checkmark in the **Request** Status box to let you know that the request(s) have been submitted to the queue. Disability Services Office staff will then send all notification letters to faculty shortly before the start of each term, with updates sent as needed throughout the semester.

 **SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.