

How to Request Academic/Testing Accommodations Each Semester

If you have approved test, classroom, or other academic accommodations in place via DSO, you need to request them in each class every semester in order to use them. Students have the ability to customize which accommodations they use for each individual class, and only those accommodations students select will be emailed to faculty. After a student requests to use accommodations via the steps below, DSO sends accommodation notification letters to faculty (with students CCed). This is the point at which your accommodations are active and usable.

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 menu, select **List Accommodations**.
 - Click the box corresponding to each class for which you want to request accommodations. Then click the button titled, **Step 2 - Continue to Customize Your Accommodations**.
3. Each of your selected classes will be listed separately, with instructions to **Select Accommodation(s) for [class]**.
 - For each class, check the box(es) for the accommodation(s) you wish to use.
 - » If you have testing accommodations, note that you only need to click one item, "Test accommodation(s)," to activate those.
4. After making selections, press the **Submit Your Accommodation Requests** button.
5. You will see a green-circled check mark in the **Request Status** box to let you know that the request(s) have been submitted to the queue. DSO staff will email your accommodations to you and your faculty once this step is done, typically within one business day of your request.

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - No Accommodation Requests Found**
 - You have not requested notification letters for the current term. Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

Select Accommodations for Your Class

Important Note

1. 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 **48 hours** after registering, please contact Disability Services Office.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next step to select your accommodations.
4. 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.
5. 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 Class(es)

- 2022-2023 - Spring - BIOL 102.02 - GENERAL BIOLOGY II (CRN: 50857)
- 2022-2023 - Spring - BIOL 104.01 - GENERAL BIOLOGY II LAB (CRN: 50858)
- 2022-2023 - Spring - CHMG 142.03 - GEN & ANALYTICAL CHEMISTRY II (CRN: 56945)
- 2022-2023 - Spring - CHMG 146.21 - GEN & ANALY CHEM LAB II (CRN: 51775)
- 2022-2023 - Spring - NHSS 275.01 - VISUAL EXP OF DEAF CULTURE (CRN: 54434)
- 2022-2023 - Spring - PHPS 332.01 - DIGITAL IMAGE PROCESSING (CRN: 52309)
- 2022-2023 - Spring - PHPS 332.01L - DIGITAL IMAGE PROCESSING (CRN: 52310)
- 2022-2023 - Spring - STAT 145.07 - INTRODUCTION TO STATISTICS I (CRN: 50906)

Step 2 - Continue to Customize Your Accommodations

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Classes are listed in MyDSO Student Portal under **My Accommodations > List Accommodations**. Student has selected the check box for each class in which they will be requesting accommodations. The button titled **Step 2 - Continue to Customize Your Accommodations** is circled in red for emphasis.

Instructor(s):
Days and Time(s): **Not Specified**
Date Range(s): **01/17/2023 - 05/01/2023**
Location(s): **ONLINE ONLINE (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 **NHSS 275.01**

Access to Digital Text Files Permission to Audio Record Lectures Test Accommodations

PHPS 332.01 - Digital Image Processing (CRN: 52309)

Instructor(s):
Days and Time(s): **MW at 01:00 PM - 01:50 PM**
Date Range(s): **01/17/2023 - 05/01/2023**
Location(s): **007B 2215 (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 332.01**

Access to Digital Text Files Permission to Audio Record Lectures Test Accommodations

STAT 145.07 - Introduction To Statistics I (CRN: 50906)

Instructor(s):
Days and Time(s): **MWF at 10:00 AM - 10:50 AM**
Date Range(s): **01/17/2023 - 05/01/2023**
Location(s): **007A 1400 (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 **STAT 145.07**

Access to Digital Text Files Permission to Audio Record Lectures Test Accommodations

Submit Your Accommodation Requests

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Final Step: Select Accommodation(s) For Each Class. Classes are listed with possible accommodation options. Individual accommodations may be selected with check boxes. Some are unchecked. Others have been checked and are circled in red for emphasis. The button titled **Submit Your Accommodation Requests** button is circled in red for emphasis.