How to Submit a Semester Request

IMPORTANT: You must complete a semester request for every semester in order to receive your accommodations for those semesters.

1. Click on Accommodation on the left-hand side menu

2. Select Semester Request

3. On this screen, you can view past semester requests and submit new semester requests by clicking Add New.
4. You will see the accommodations you are approved for and by clicking on *Semester* you will see semesters you are enrolled in which includes previous semesters.

5. Select the semester you want to request accommodations for

6. Once you have selected a semester, you should see the following on your screen
Select *Submit For All Accommodations* to request that all your accommodations are to be applied to every course you are enrolled in for that semester.

7. If you select *Review The Renewal*, you will be brought to the following screen:

Here you can select which of your accommodations you would like and which courses those accommodation would be applied to.

**If you do not want** a certain accommodation, select the *Remove Accommodation* button to remove that accommodation from your semester request.

Once you are done, select *Submit* to send us your semester request with the changes you made.