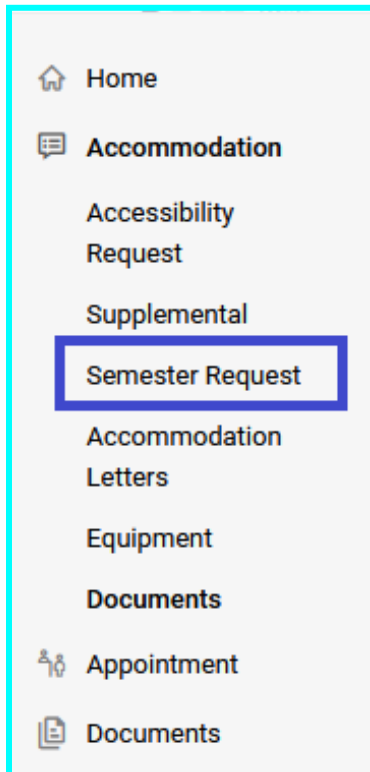


How to Submit a Semester Request

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*.

Semester

Apply Search

Add New 2 results Sort By: Date Needed

Alternate Keyboard **APPROVED**
Fall 2023 (test)
Courses: Statistics (STATS) , Probabilities (PROB)
Started on August 15, 2023
Ends on February 29, 2024
Created on July 13, 2023, 4:03 pm

On-Screen Keyboard **APPROVED**
Fall 2023 (test)
Courses: Statistics (STATS) , Probabilities (PROB)
Started on August 15, 2023
Ends on February 29, 2024
Created on July 13, 2023, 4:03 pm

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.

You have been approved for:
Alternate Keyboard
On-Screen Keyboard

Semester

Fall 2023 (test)

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

Semester

Fall 2023 (test)

Submit For All Accommodations

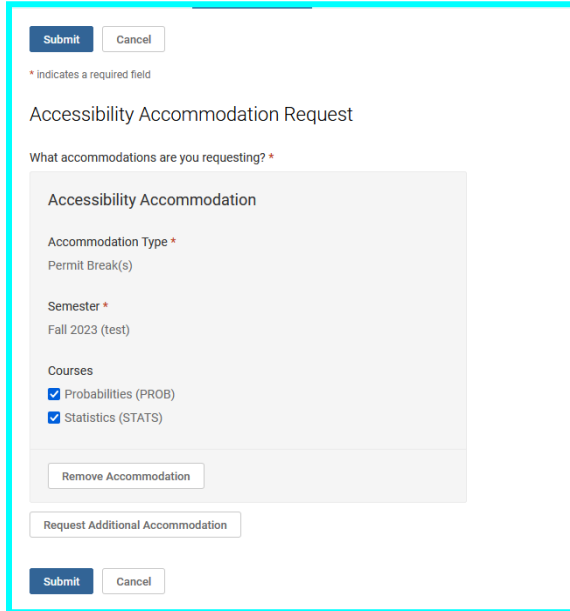
Review The Renewal

Statistics
STATS
Starts June 01, 2023
Ends February 29, 2024

Probabilities
PROB
Starts June 01, 2023
Ends February 29, 2024

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:



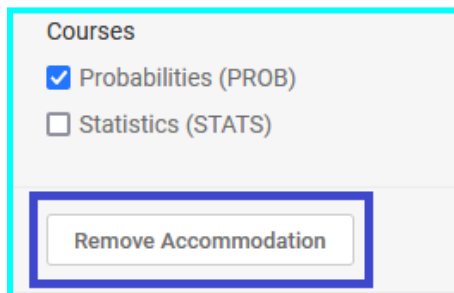
The screenshot shows a web form titled "Accessibility Accommodation Request". At the top, there are "Submit" and "Cancel" buttons. Below them is a note: "* indicates a required field". The form content includes a section "What accommodations are you requesting?*" with a sub-section "Accessibility Accommodation". Inside this sub-section, there are three fields: "Accommodation Type*" with the value "Permit Break(s)", "Semester*" with the value "Fall 2023 (test)", and "Courses" with two checked checkboxes: "Probabilities (PROB)" and "Statistics (STATS)". At the bottom of this sub-section is a "Remove Accommodation" button. Below the sub-section is a "Request Additional Accommodation" button. At the very bottom of the form are "Submit" and "Cancel" buttons.

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



This close-up screenshot shows the "Semester*" field with the value "Fall 2023 (test)". Below it is the "Courses" section, which contains two checkboxes: "Probabilities (PROB)" which is checked, and "Statistics (STATS)" which is unchecked. A blue box highlights the "Courses" section.

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



This close-up screenshot shows the "Courses" section with "Probabilities (PROB)" checked and "Statistics (STATS)" unchecked. A blue box highlights the "Remove Accommodation" button at the bottom of the section.

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