

ACCOMMODATE SOFTWARE

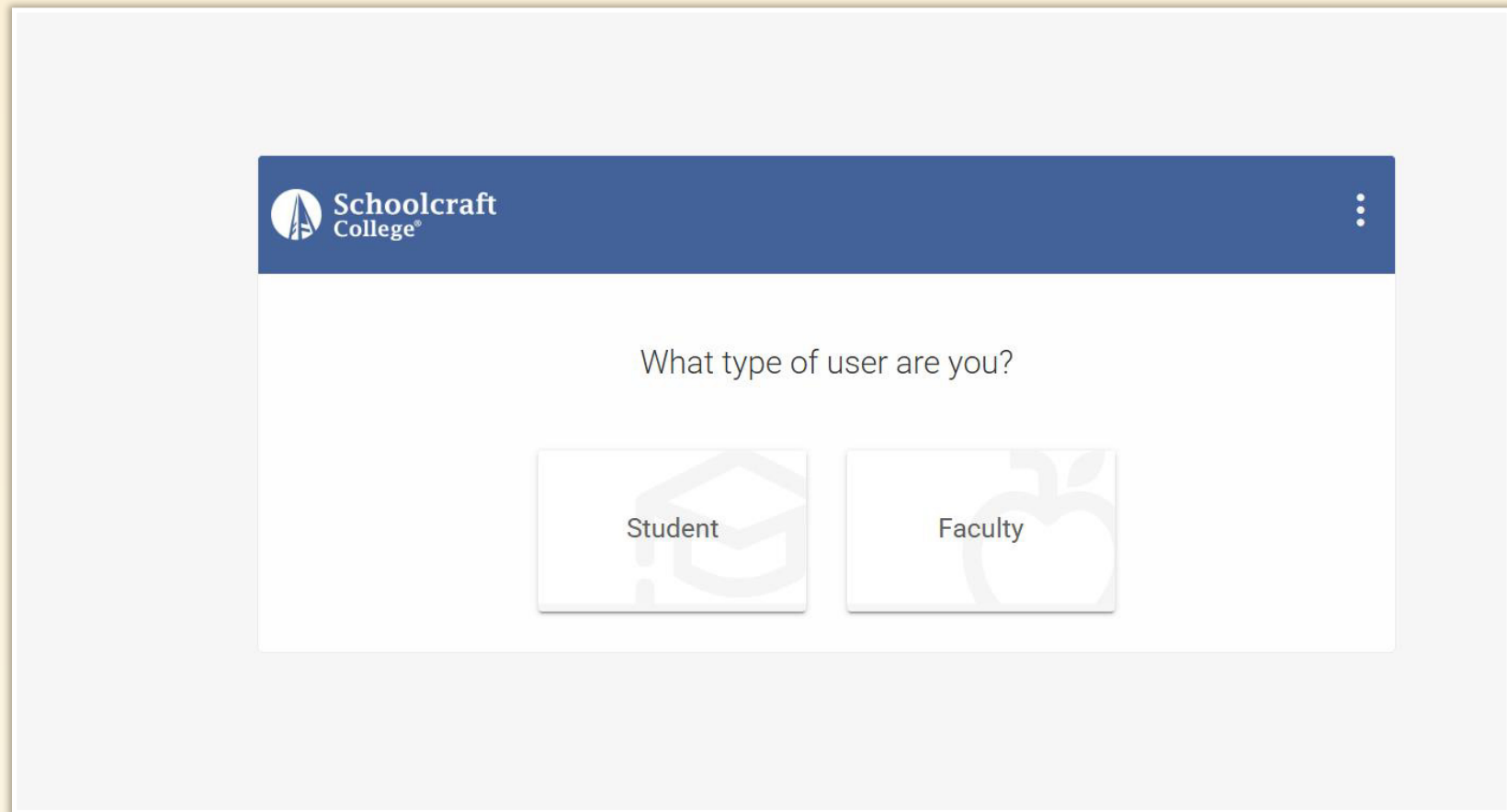
INSTRUCTIONS FOR
HOW TO SUBMIT
A SEMESTER
REQUEST FOR
ACCOMMODATION(S)



Schoolcraft College
DISABILITY SUPPORT
SERVICES OFFICE

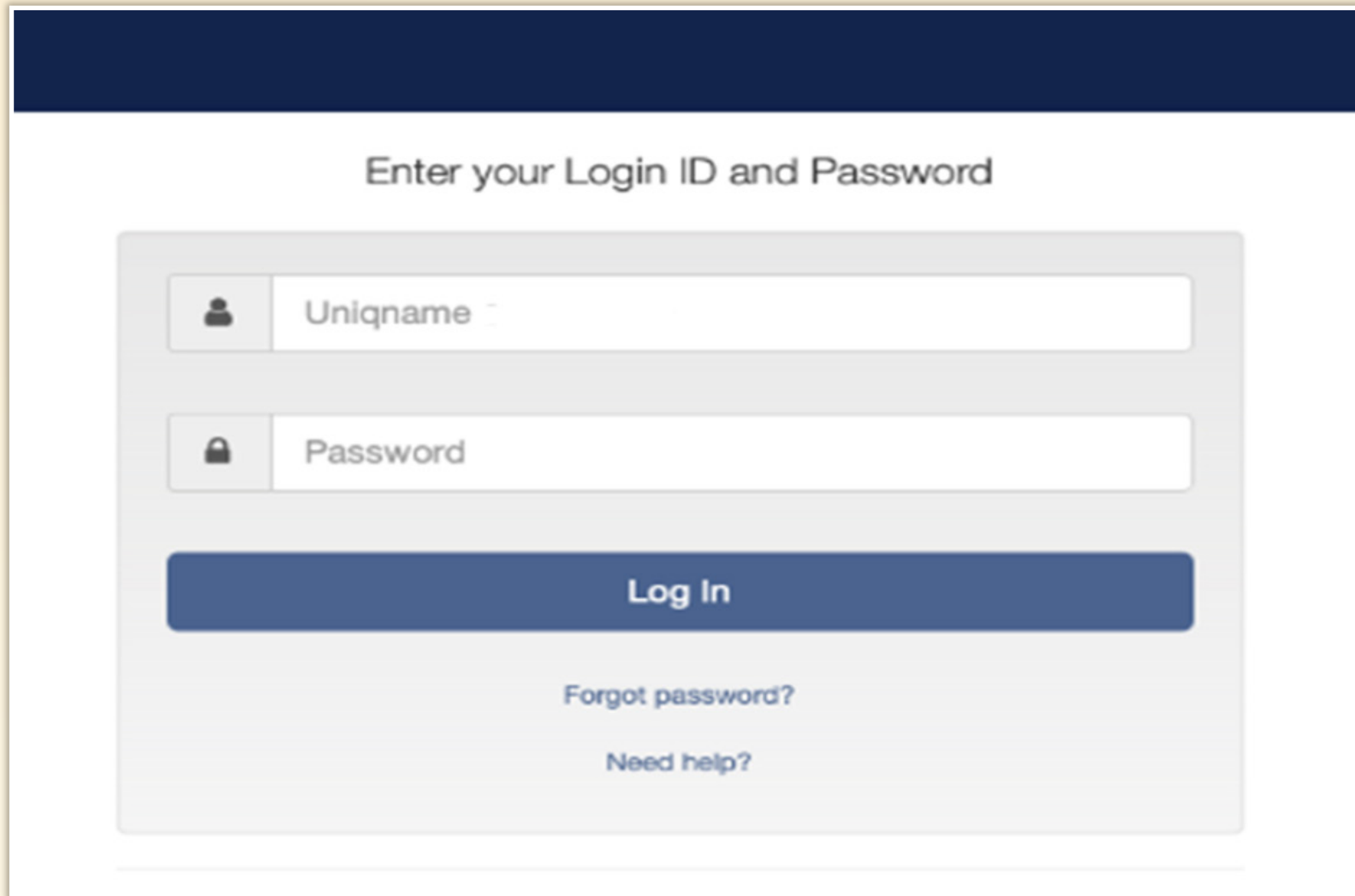
Students: How to submit an a semester accommodation request..

1. Visit the Accommodate website found on the DSS Website or Ocelot Access and select “Student” under “What type of user are you?”.



Picture 1: Accommodate sign on page displaying “Student” and “Faculty” options for signing in.

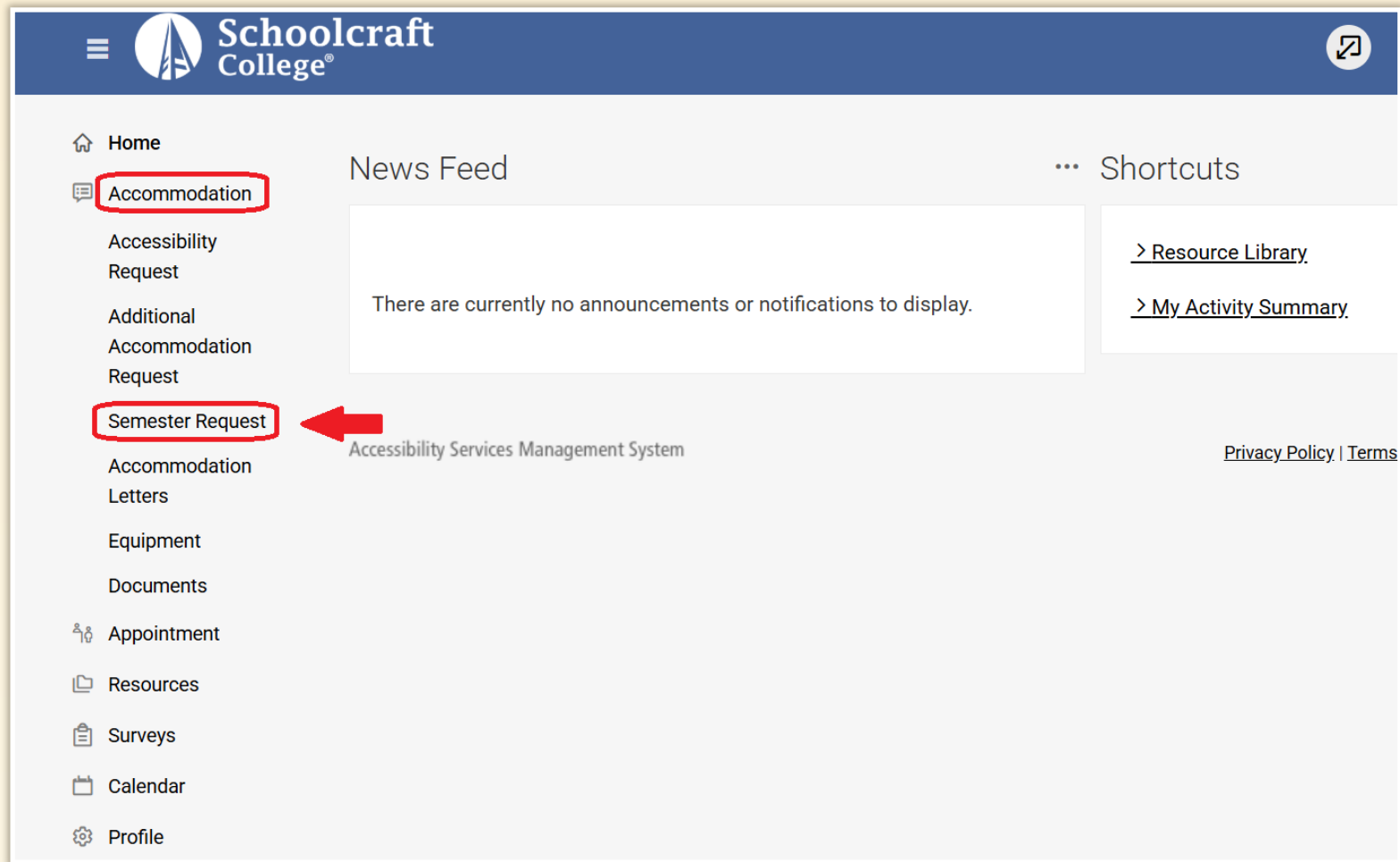
2. Use your Schoolcraft single sign-on username and password to log into Accommodate.



The image shows a login interface for Accommodate. At the top is a dark blue header bar. Below it, the text "Enter your Login ID and Password" is centered. The login form is a light gray rounded rectangle containing two input fields: "Uniqname" with a person icon and "Password" with a lock icon. Below these fields is a large blue "Log In" button. At the bottom of the form are two links: "Forgot password?" and "Need help?".

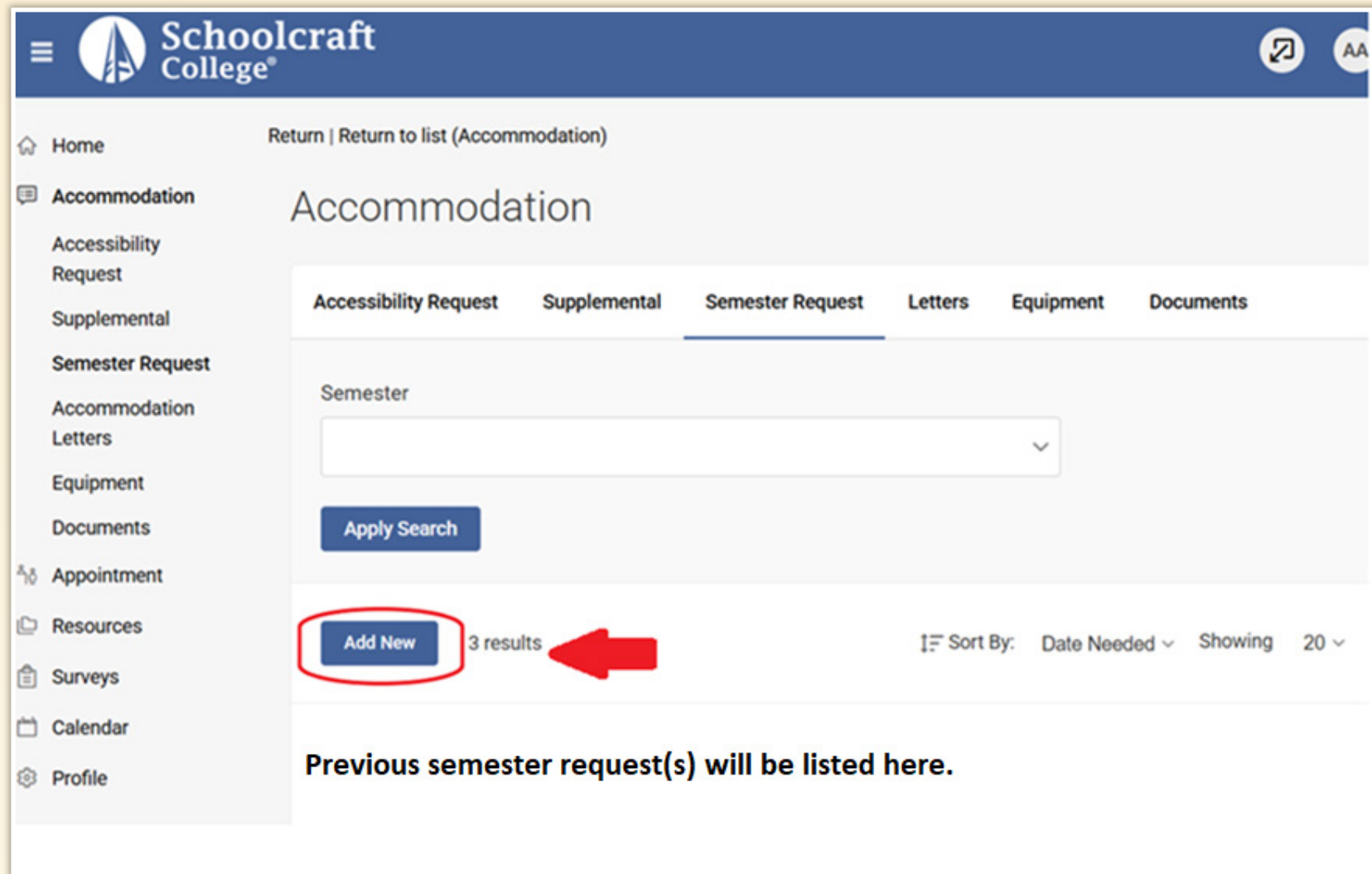
Picture 2: The Accommodate single sign-on page where students enter their Schoolcraft username and password.

3. To renew accommodations, select “Accommodation” on the left-hand side of the student home page and then select “Semester Request” underneath.



Picture 3: The Accommodate student page displaying where the “Semester Request” tab is located.

4. Select the “Add New” button on the Semester Request page.



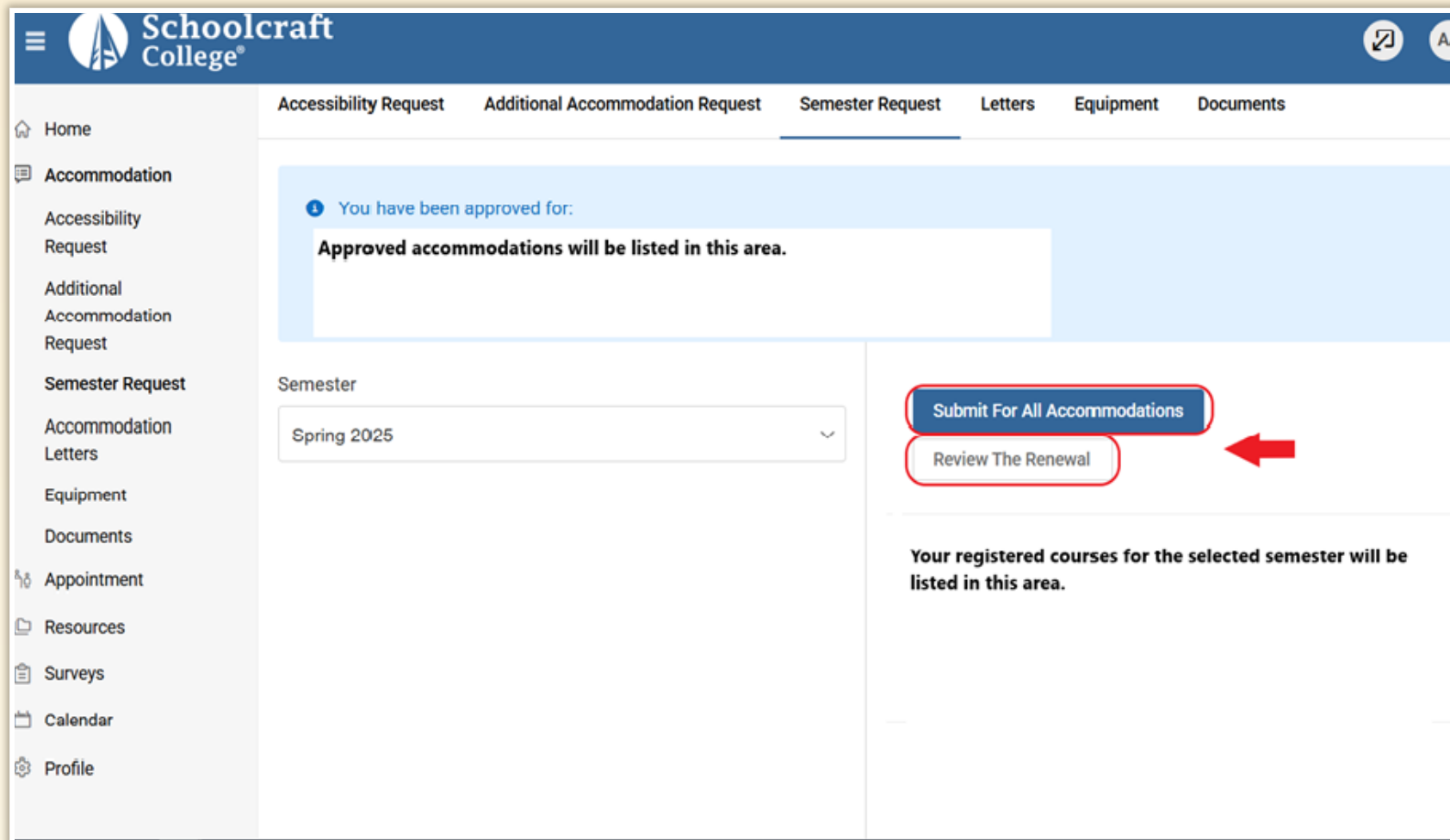
Picture 4: The Accommodate “Semester Request” page that displays the “Add New” button to submit a semester request.

5. Click the drop-down arrow under “Semester” to select the academic semester you are requesting accommodations for.

The screenshot shows the Schoolcraft College website's Accommodation page. The header is dark blue with the Schoolcraft College logo and name. Below the header is a navigation bar with links: Home, Accommodation, Accessibility Request, Supplemental, Semester Request (highlighted), Letters, Equipment, and Documents. The main content area is titled "Accommodation" and has a sub-header "Return to Accommodation | Return to list (Semester Request)". Below this is a tabbed interface with tabs: Accessibility Request, Supplemental, Semester Request (selected), Letters, Equipment, and Documents. A blue banner with an information icon states: "You have been approved for: Approved accommodations will be listed in this area". Below the banner is a form with a "Semester" label and a drop-down menu. The drop-down menu is highlighted with a red oval. The drop-down menu is currently empty, showing only a downward arrow icon.

Picture 5: The “Semester Request” page that displays the “Semester” drop-down menu which has you indicate the semester you are wanting to submit a semester request for.

6. Your registered course(s) appear on the right side of the screen. Select “Submit For All Accommodations” to apply all approved accommodations to every course. Select “Review The Renewal” to choose which accommodations to request for each course.



Picture 6: The “Semester Request” page that displays how a student can select the “Submit For All Accommodations” button or “Review The Renewal” button when submitting a semester request

7. When you select “Review the Renewal,” choose which approved accommodations to apply to each course by clicking the buttons to the left of the course name. A blue check means the accommodation is selected and will be requested. Click “Submit” at the bottom of the page when you’re done.

The screenshot shows the Schoolcraft College website interface. The top navigation bar is blue with the Schoolcraft College logo and name. A left sidebar contains a menu with icons and labels: Home, Accommodation, Appointment, Resources, Surveys, Calendar, and Profile. The 'Accommodation' section is expanded, showing sub-options: Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, Equipment, and Documents. A red arrow points to the 'Semester Request' option. The main content area is titled 'Accessibility Accommodation #3' and contains a placeholder text: 'Accommodation and the description will be listed here.' Below this, there is a section for 'Semester *' with 'Spring 2025' selected. Under 'Courses', two courses are listed with blue checkmarks indicating they are selected: 'Cultural Understanding Through Meme Analysis (FAKE1000)' and 'History of Pez Dispensers (HIST 30000)'.

Schoolcraft College

Home

Accommodation

Accessibility Request

Additional Accommodation Request

Semester Request

Accommodation Letters

Equipment

Documents

Appointment

Resources

Surveys

Calendar

Profile

Select which of your approved accommodations you want to use in each of your registered courses

Accessibility Accommodation #3

Accommodation and the description will be listed here.

Semester *

Spring 2025

Courses

☒ Cultural Understanding Through Meme Analysis (FAKE1000)

☒ History of Pez Dispensers (HIST 30000)

Picture 7: The Semester Request Page, displaying the Review the Renewal option that shows how a student can choose which of their approved accommodations to request for each class by selecting or deselecting courses listed under each approved accommodation.

8. Once you submit your “Semester Request”, a Disability Support Services Advocate will review your semester request. If approved, your accommodation letter will be sent to your listed instructor(s). You will receive an email to log into Accommodate and sign your accommodation letter. Please review and verify that your letter is accurate before signing it. If there are any issues or concerns, please notify our office immediately. We can be reached in the following ways:

Phone: (734) 462-4330

Email: dss@schoolcraft.edu

**Office: Located in the Student Support Suite
Room 175 of the McDowell Building**