

ACCOMMODATE SOFTWARE

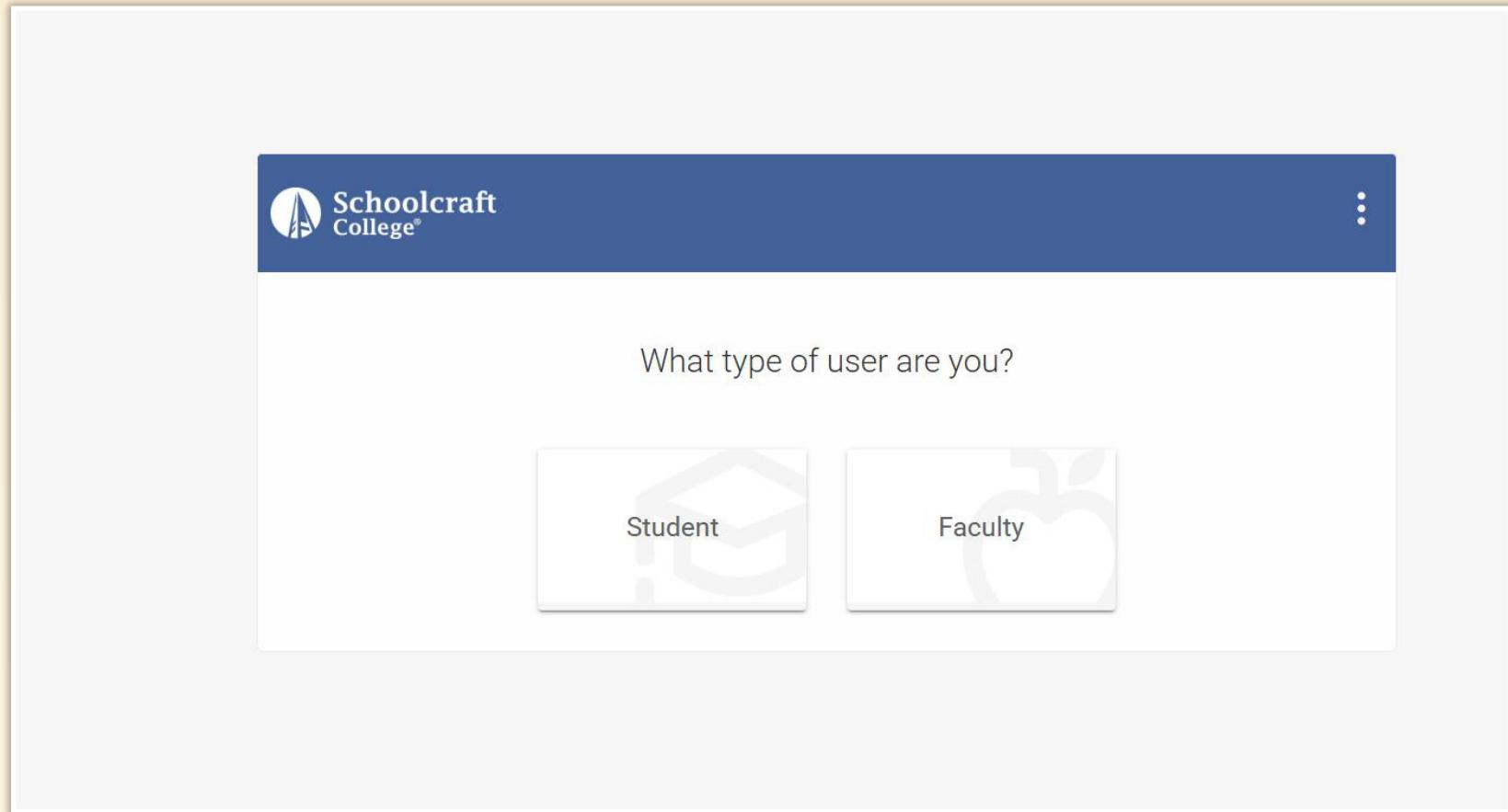
INSTRUCTIONS FOR
HOW TO SUBMIT
A SEMESTER
REQUEST FOR
ACCOMMODATION(S)



Schoolcraft College
DISABILITY SUPPORT
SERVICES OFFICE

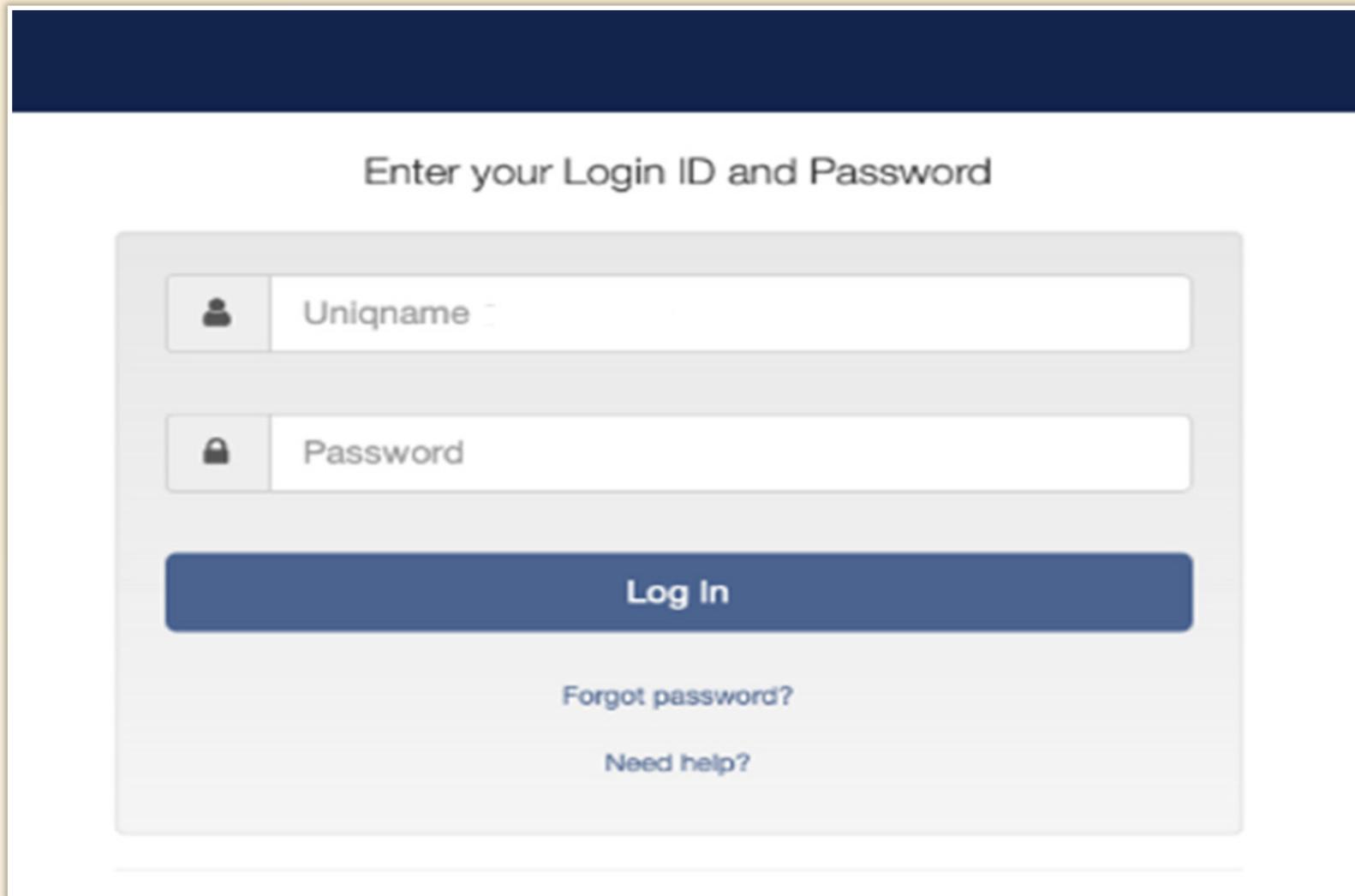
Students: How to submit an a semester accommodation request..

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 the login interface for the Accommodate platform. At the top, a dark blue header bar spans the width of the page. Below this, the main content area has a light gray background. The title "Enter your Login ID and Password" is centered in a large, dark blue font. Below the title are two input fields: the first for "Uniqname" (username) and the second for "Password". Each input field is preceded by a small icon: a user icon for the username field and a lock icon for the password field. A large, dark blue "Log In" button is centered below the input fields. At the bottom of the form, there are two links in a smaller, dark blue font: "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.

Home

Accommodation

Accessibility Request

Additional Accommodation Request

Semester Request

Accommodation Letters

Equipment

Documents

Appointment

Resources

Surveys

Calendar

Profile

News Feed

There are currently no announcements or notifications to display.

Shortcuts

> Resource Library

> My Activity Summary

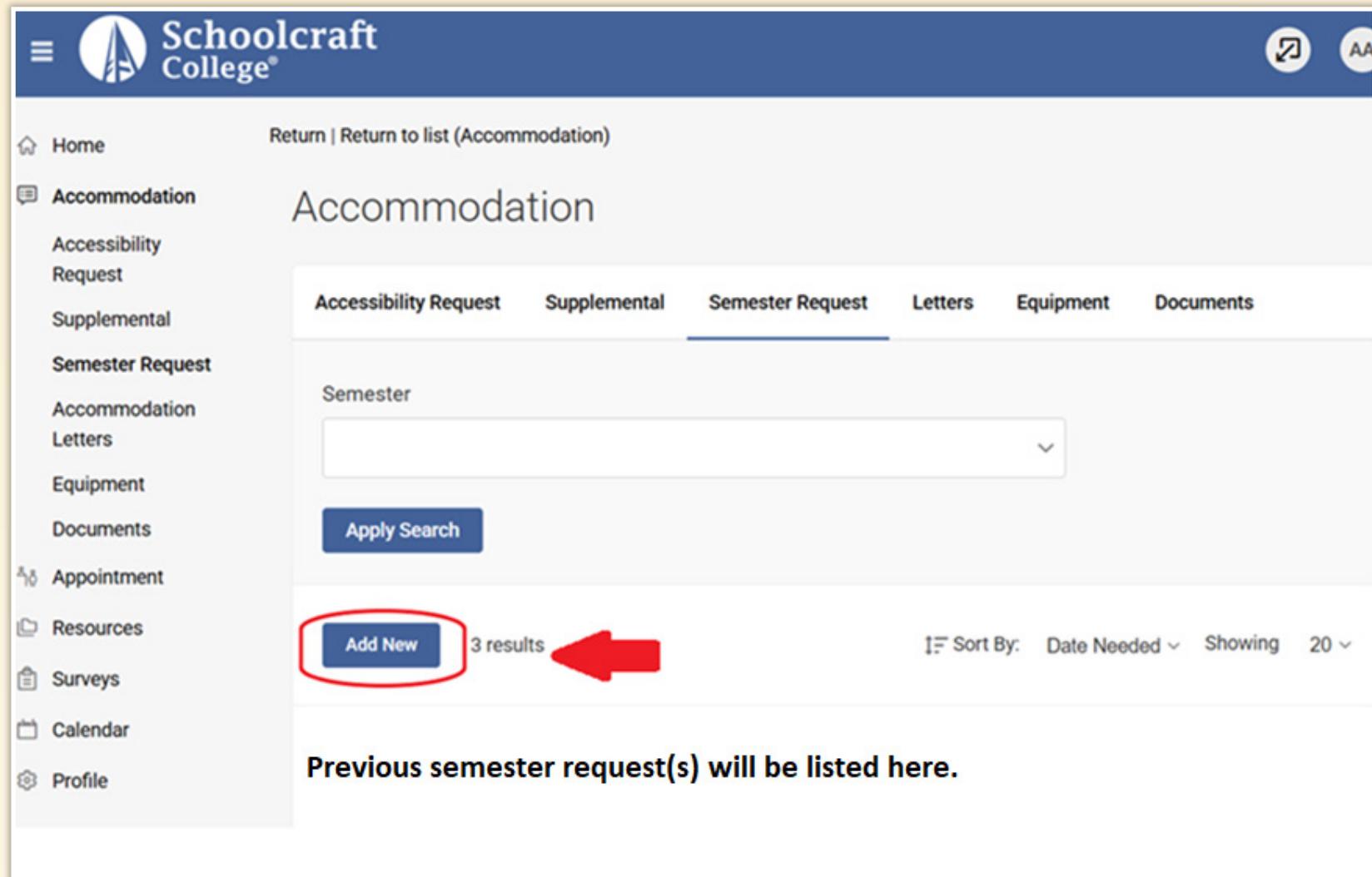
Accessibility Services Management System

Privacy Policy | Terms

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

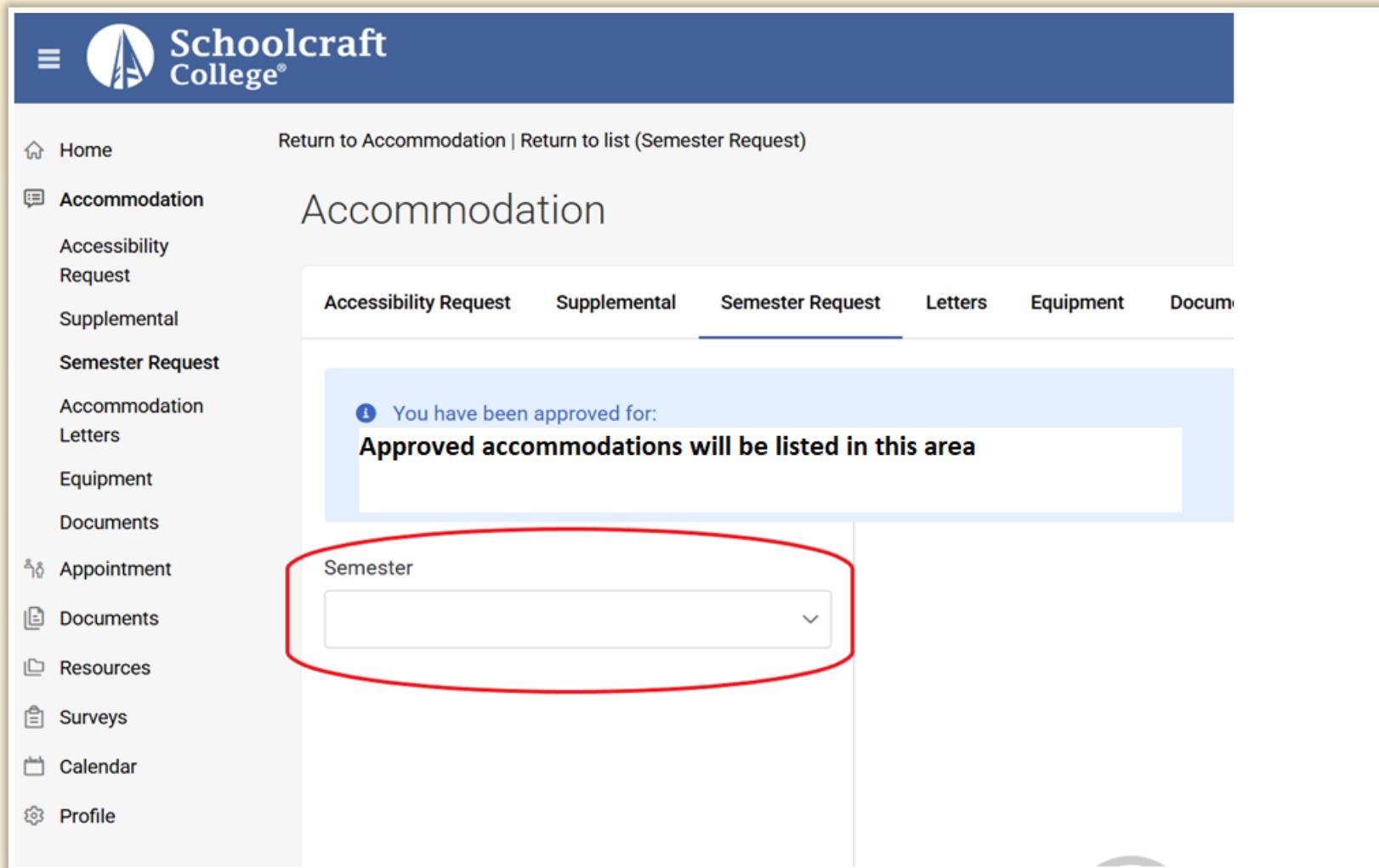
4. Select the “Add New” button on the Semester Request page.



The screenshot shows the Schoolcraft College Accommodation page. The left sidebar lists various categories: Home, Accommodation (with sub-options: Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "Accommodation" and has a sub-section titled "Semester Request". It includes tabs for Accessibility Request, Supplemental, Semester Request (which is selected), Letters, Equipment, and Documents. Below these tabs is a "Semester" dropdown menu and an "Apply Search" button. At the bottom of the list area, there is a blue "Add New" button, which is circled in red with a large red arrow pointing to it. The text "3 results" is displayed next to the "Add New" button. To the right of the results, there are filters for "Sort By: Date Needed", "Showing 20", and a "Sort" icon.

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 Accommodation page. The top navigation bar includes the Schoolcraft College logo, a menu icon, and links for Home, Return to Accommodation, and Return to list (Semester Request). The main content area has a title 'Accommodation' and a sub-navigation bar with tabs: Accessibility Request, Supplemental, Semester Request (which is underlined), Letters, Equipment, and Documents. A message box states 'You have been approved for: Approved accommodations will be listed in this area'. Below this is a 'Semester' dropdown menu, which is circled in red.

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.

Schoolcraft College

Accessibility Request Additional Accommodation Request Semester Request Letters Equipment Documents

You have been approved for:
Approved accommodations will be listed in this area.

Semester

Spring 2025

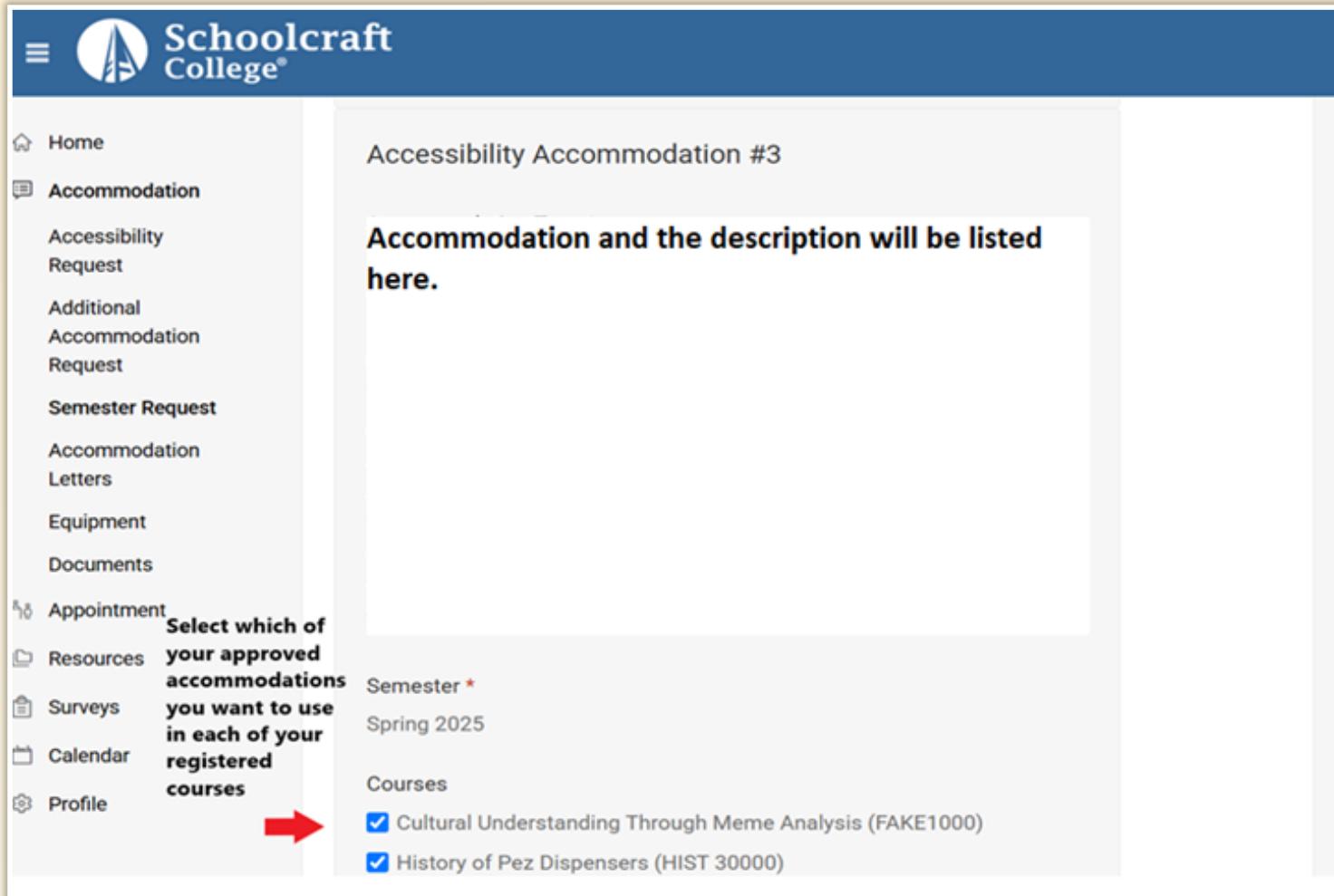
Submit For All Accommodations

Review The Renewal

Your registered courses for the selected semester will be listed in this area.

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 with a blue header and a sidebar on the left. The sidebar contains links for Home, Accommodation (selected), Accessibility Request, Additional Accommodation Request, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area is titled "Accessibility Accommodation #3" and contains a box with the text "Accommodation and the description will be listed here." Below this, there is a section titled "Select which of your approved accommodations you want to use in each of your registered courses". It shows a list of courses with checkboxes. A red arrow points to the checkbox for "Cultural Understanding Through Meme Analysis (FAKE1000)".

Accessibility Accommodation #3

Accommodation and the description will be listed here.

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

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**