

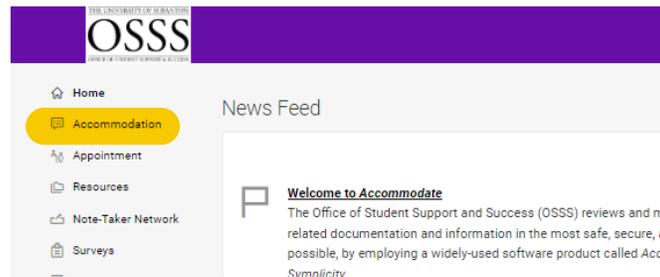
Student with Disabilities How to Renew Semester Accommodations

The University of Scranton uses Accommodate by Symplicity to assist students with disabilities in the process of obtaining accommodations.

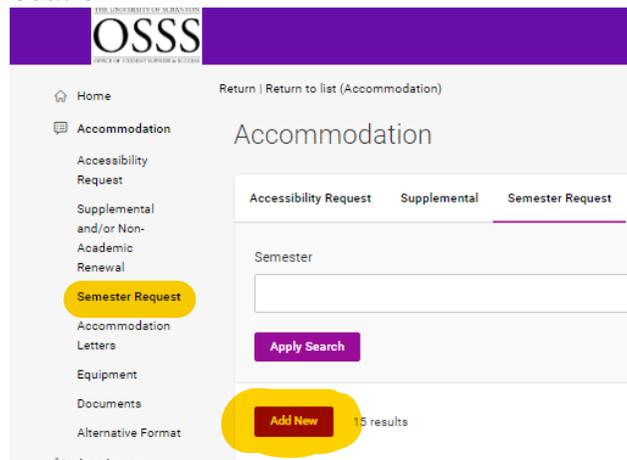
Renewing Semester Accommodations

Each semester, students are expected to renew their accommodations to inform instructors in the courses students are enrolled. This is done through Accommodate. However, since Accommodate is a new system, students will meet with their disability coordinator to go together through the process outlined below.

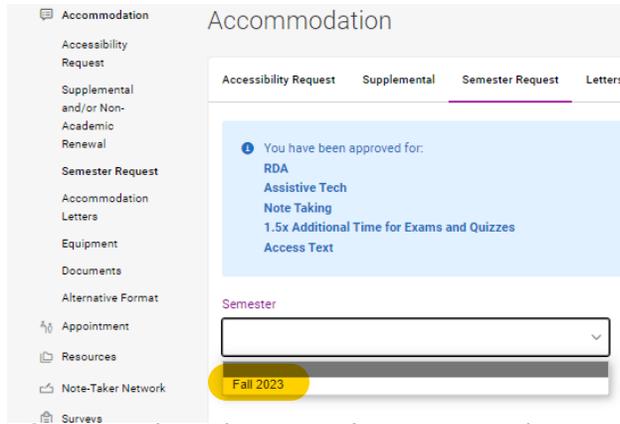
[Access Accommodate](#) and log into the My.Scranton portal.



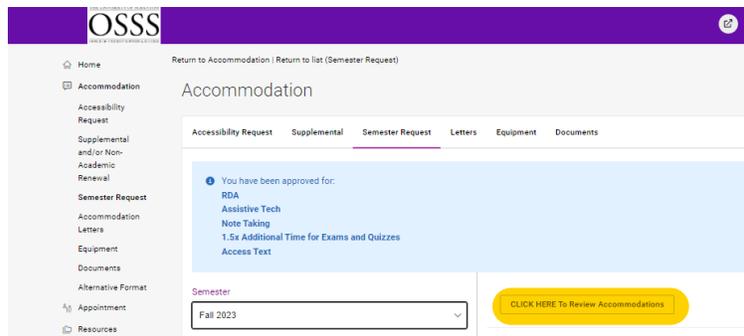
1. Click **Accommodation**



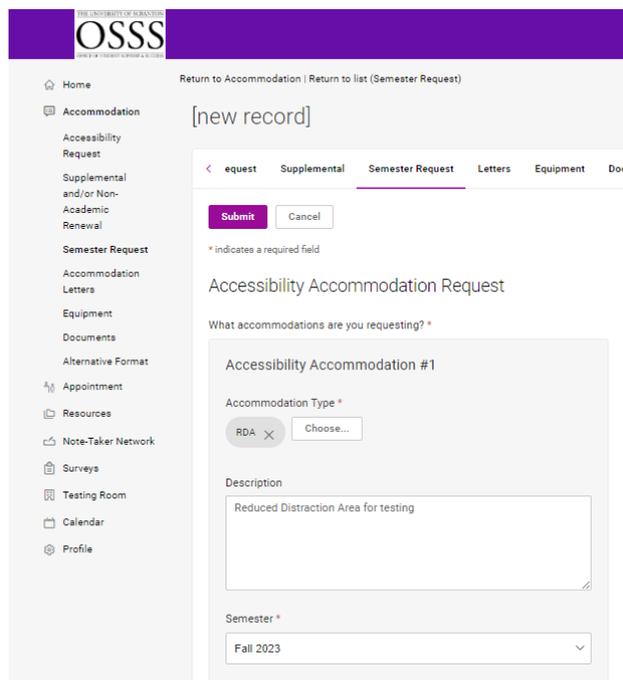
2. Click **Semester Request**
3. Click **Add New**



4. Click in the Semester drop-down to select an upcoming semester
 - a. Above this selection, you will see a confirmation of your current approved accommodation(s)



5. Click **Review the Renewal**
 - a. Note that all courses for the selected semester are listed underneath



6. For each accommodation, you must select the courses you want to apply it to
 - a. In the image above, the accommodation RDA (Reduced Distraction Area for testing) is applied to 2 courses

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Accommodation

Accessibility Request

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Semester Request

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Equipment

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Alternative Format

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Resources

Note-Taker Network

Surveys

Testing Room

Calendar

Profile

What accommodations are you requesting? *

Accessibility Accommodation #1

Accommodation Type *

RDA X Choose...

Description

Reduced Distraction Area for testing

Semester *

Fall 2023

Courses

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Home

Return to Accommodation | Return to list (Semester Request)

Accommodation

[new record]

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Submit Cancel

* Indicates a required field

Accessibility Accommodation Request

7. Review each one of your approved accommodations and apply to the appropriate courses
 - a. In the image above, accommodation #2 is applied to 3 courses
8. Click **Submit**