

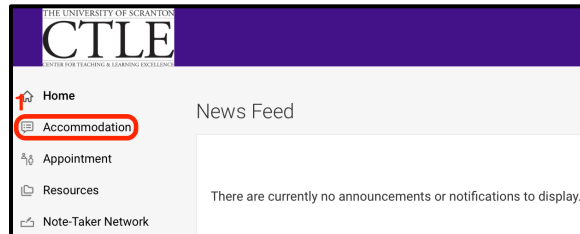
Student with Disabilities How to Renew Semester Accommodations

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

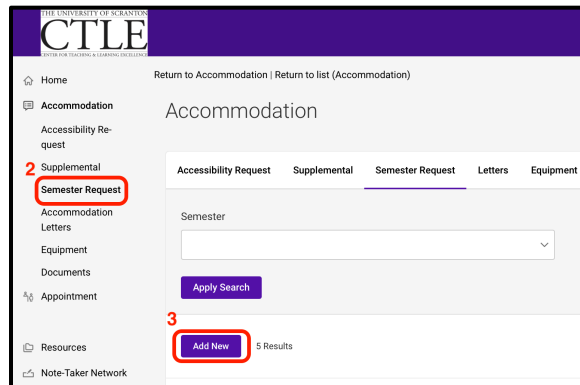
Renewing Semester Accommodations

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 in the fall 2021 to go together through the process outlined below.

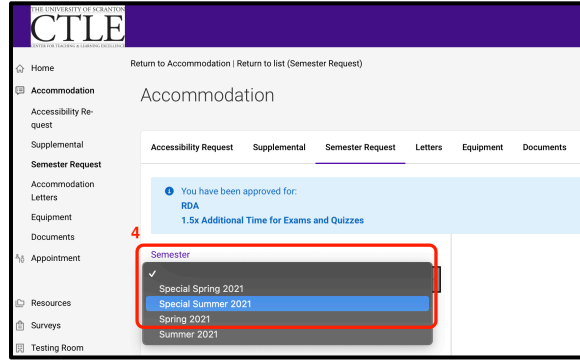
[Access Accommodate](#) and log into the My.Scranton portal.



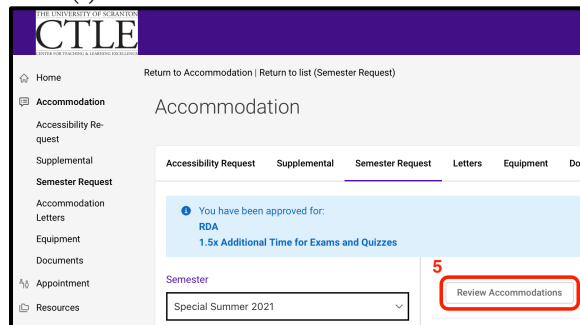
1. Click **Accommodation**



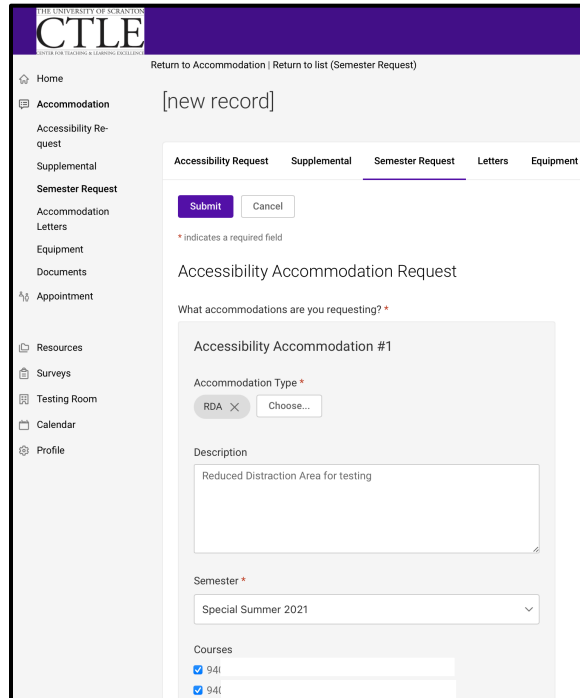
2. Click **Semester Request**
3. Click **Add New**



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

The screenshot shows a web form titled "Semester Request" with a sidebar menu on the left containing options like "Accommodation Letters", "Equipment", "Documents", "Appointment", "Resources", "Surveys", "Testing Room", "Calendar", and "Profile". The main form area is titled "Accessibility Accommodation #2". It includes a dropdown for "Accommodation Type" set to "1.5x Additional Time for Exams and Quizzes", a "Description" text area, a "Semester" dropdown set to "Special Summer 2021", and a "Courses" section with three checkboxes, each labeled "94", all of which are checked. At the bottom, there are buttons for "Remove Accommodation", "Request Additional Accommodation", and "Submit" (highlighted with a red box and a red number 8 next to it), along with a "Cancel" button.

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**