

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.



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





Accommodation Accessibility	Accommodation
Request Supplemental and/or Non-	Accessibility Request Supplemental Semester Request Lette
Academic Renewal	You have been approved for:
Semester Request Accommodation Letters Equipment	RDA Assistive Tech Note Taking 1.5x Additional Time for Exams and Quizzes
Documents	ACCESS TEXT
Alternative Format	Semester
ຳ _{ດ້} Appointment	~
Resources Note-Taker Network	Fall 2023

- 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)

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☆ Home Accommodation Accessibility	Return to Accommodation Return to list (Bernester Request) Accommodation	
Request Supplemental and/or Non- Academic Reneval Semester Request Accommodation Latters Equipment	Accessibility Request Supplemental Semester Request Letters Equipment Documents Vou have been approved for: RDA Assistive Tech Note Taking 1.5x Additional Time for Exams and Quizzes Access Text	
Documents Alternative Format ÅØ Appointment D Resources	Semester Fail 2023 V CLICK HERE To Review Accommodations	

5. Click Review the Renewal

a. Note that all courses for the selected semester are listed underneath

⇔ Home	Return to Accommodation	Return to li	st (Semester Request)					
Accommodation Accessibility	[new record	d]						
Request Supplemental	< equest Supp	plemental	Semester Request	Letters	Equipment	Doe		
and/or Non- Academic Renewal	Submit Ca	incel						
Semester Request	* indicates a required	field						
Accommodation Letters	Accessibility	Accom	nmodation Red	quest				
Equipment	What accommoda	tions are vo	u requesting? *					
Documents	What accommoda	tions are yo	a requesting:					
Alternative Format	Accessibilit	y Accomi	modation #1					
Appointment	Accommodatio	Tune *						
Resources	Accommodatio	Choose						
🛆 Note-Taker Network	RDA ×	choose						
Surveys	Description							
Testing Room	Description	raction Area	fortoating					
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Profile								
	Semester *							





- 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

Home Accommodation Accessibility Request Supplemental and/or Non- Academic Renewal Semseter Request Accommodation Letters Equipment Documents	What accommodations are you requesting?* Accessibility Accommodation #1 Accommodation Type* RDA X Choose Description Reduced Distraction Area for testing	Commodation Accessibility Request Supplemental and/or Non- Academic Renewal Semester Request Accommodation Letters	Return to Accommodation Return to list (Semester Request) [New record]
Alternative Format Appointment Resources Note-Taker Network Surveys Testing Room Calendar Profile	Semester * Fall 2023 Courses		

- Review each one of your approved accommodations and apply to the appropriate courses

 In the image above, accommodation #2 is applied to 3 courses
- 8. Click Submit

