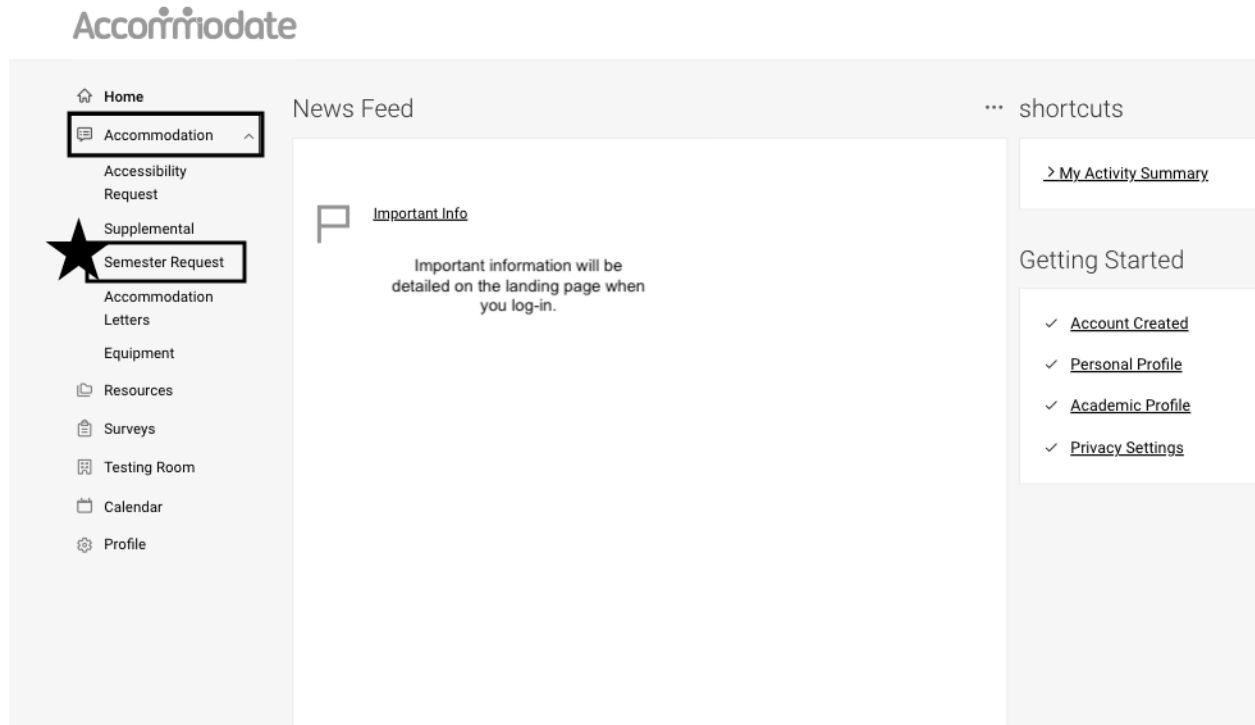
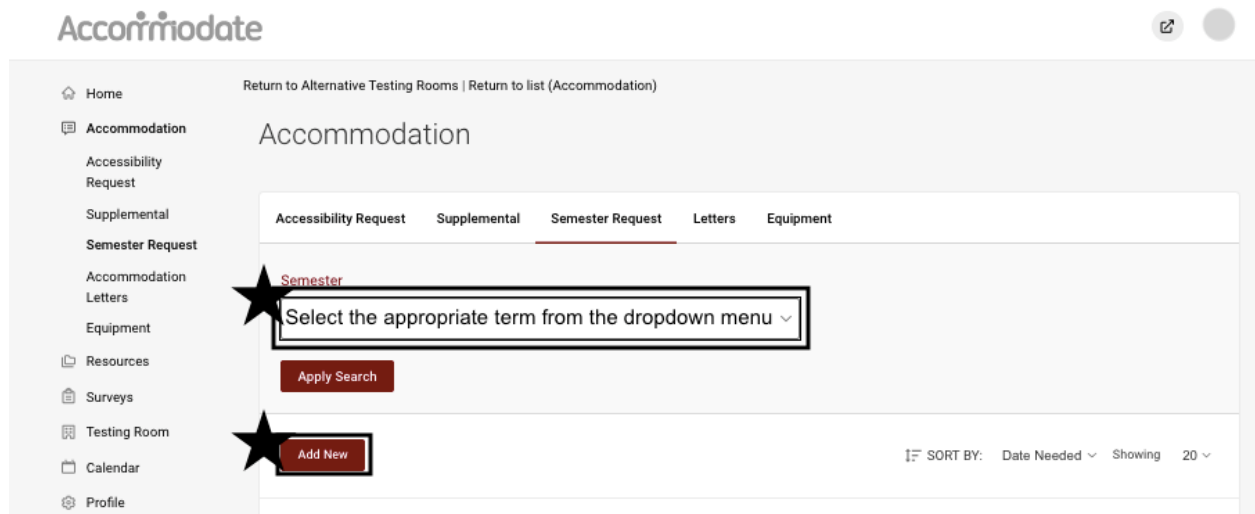


## Semester Request Process in Accommodate

On the Accommodate homepage, click on the “**Accommodation**” tab and select “**Semester Request**” to begin the process.



Select the **Appropriate Term** from the dropdown menu. Click “**Add New**” to continue.



Review **ALL** accommodations that you have been approved for. Double-check that you have selected the appropriate semester. Your courses will automatically populate on the right-hand side of the screen. Click “**Submit For All Accommodations**” to process your semester request.

The screenshot displays the 'Accommodate' web application. On the left is a sidebar menu with options: Home, Accommodation, Accessibility Request, Supplemental, Semester Request (highlighted), Accommodation Letters, Equipment, Resources, Surveys, Testing Room, Calendar, and Profile. The main header shows 'Return to Accommodation | Return to list (Semester Request)' and the title 'Accommodation'. Below this is a tabbed interface with 'Accessibility Request', 'Supplemental', 'Semester Request' (active), 'Letters', and 'Equipment'. A blue information box states: 'You have been approved for: Testing/Testing in a distraction-reduced environment. Testing/1.5x - extended time on all quizzes, tests, exams, and other in-class work. This applies to typical assessments that take place in class, or online and that have a time limit.' Below this is a 'Semester' dropdown menu with the text 'Select appropriate term [Term, Year]'. To the right of the dropdown is a red button labeled 'Submit For All Accommodations' and a grey button labeled 'Review The Renewal'. At the bottom right, a box indicates: 'Your courses for the selected semester will auto-populate here.' Three black stars are overlaid on the image, pointing to the information box, the semester dropdown, and the 'Submit For All Accommodations' button.

Disabilities Resources will then be notified of your request. Upon review of your semester request, you will receive either your Accommodation Letter for the Term you selected, or an email from the Disabilities Resources Office regarding your status.

If you need to request additional accommodations, you will need to submit a “**Supplemental**” request for review.

As always, if you have any questions, please reach out to DR @ 336.278.6568, or by email, [disabilities@elon.edu](mailto:disabilities@elon.edu)!