Requesting Accommodation Letters

At the beginning of each semester, students are encouraged to submit a semester request in order to notify their instructors of their approved academic accommodations. Accommodations are not applied in any given semester until the semester request has been submitted and the accommodation letters have been delivered via the Accommodate portal. Once students have registered for courses for the coming term, they should follow the steps below to submit a semester request informing the Center which accommodations they will need for each of their classes.

For more information on submitting a semester request, please find instructions below:

1. Log into the system https://southernct-accommodate.symplicity.com/ using your Username and Password.

2. Click on Accommodation, and then select "Semester Request."

3. Request Accommodation, and then see your approved accommodations.

4. Select term to roll these forward to.

5. Select Review Renewal.

6. For each accommodation, select all the courses that this accommodation should be applied to, and then submit.