

Student Accommodate Training – Fall 2020

What is Accommodate?

Beginning in Spring 2021, the Disability Resource Center will implement a new web based learning management system, called Accommodate. This system will replace many processes currently in place for the DRC.

Beginning the Process

Any student who isn't registered with the DRC will be required to submit their intake form and documentation via accommodate

1. Navigate to inside.southernct.edu/drc
2. Select **Registering with the DRC**
3. Click the **Intake Form**
4. Fill out the form to the best of your ability, and upload your documentation
5. Once you've submitted the form, you will then be able to schedule an intake appointment to meet with a DRC specialist, and discuss the accommodations you're requesting
6. Once you meet with a Specialist and are approved for Accommodations, an **Approval Notification** will be generated and sent to your Southern email
 - a. Please note that an approval notification *is not an accommodation letter*. You will still need to request your accommodation letters every semester (see section below)

Requesting Accommodation Letters

As always, students are required to request their accommodation letters for their courses every semester.

1. Navigate to inside.southernct.edu/drc
2. Select **Accommodate Log in**
3. Click the link to log in for current students
 - a. It's a good idea to bookmark this page so that you can access it easily in the future
4. Select **Accommodations**
5. Select **Semester Request**
6. Select **Add New**
7. Select **Request for All**
8. **Submit**

Once you make your request it will be processed by DRC staff, and then emailed to your faculty members. You will be required to initial them to confirm that you met with your faculty member and discussed the implementation of accommodations in their course.

Making an Exam Request

Exam request will only be made via Accommodate; phone or in person requests will not be accepted. Requests should be made at least one week in advance, but requests can be made months in advance, and modified if needed.

1. Log into Accommodate
2. Select **Testing Room** and **New Booking Requests**
3. Select the **Date** and **Time** for your exam to see if the testing room is available
4. Select the appropriate time
5. Fill out the appropriate information and select **Confirm Booking**
 - a. Note that your booking *is not* confirmed until your professor acknowledges receipt
6. Your booking will be listed in the **Pending column**. Once it is confirmed by your instructor and the DRC, it will move into **Approved Requests**