

Semester Request for Accommodations

If you ARE eligible for a Note Taking Accommodation please review, before continuing!

- Please consider whether or not you require a note taker in each class before submitting your semester request.
- If you do not require a note taker for each of your courses, choose the "Review The Renewal" option below.
- If you are unsure if you need a note taker, stop in or call the CTL to discuss it with Jamie Slusser or Christen Davis.

SEMESTER REQUEST STEPS:

1. **Access the Accommodate portal**, click here:
<https://hws-accommodate.symlicity.com>
 - a. Select the student icon.
 - b. Log in by using your HWS credentials.
 - * It may ask for your credentials twice, if you are not already logged into the HWS system.
2. Locate **Semester Request** on the left side of your homepage under Accommodation.
 - **If you have not been previously approved for accommodations, this process will not work for you.** (Refer to the First-time Request for Accommodations:
https://www2.hws.edu/pdf/ctl_first_request_accommodations.pdf)
3. Click on **Semester Request**.
4. Select the current semester (ie. Spring 2022).
5. Click **Apply Search**.
6. Click **Add New**.
7. Select semester again from the drop-down list.
8. You are now able to see your approved accommodations.
9. You have two choices on the right-hand side of the screen. **Submit For All Accommodations** or **Review The Renewal**.
 - **Submit For All Accommodations** - this option applies ALL of your academic accommodations to each class you are currently enrolled in through PeopleSoft.
 - a. Click the **Submit For All Accommodations** button to submit your request to be approved.
 - b. Your accommodation request is now pending approval and will be reviewed by CTL staff.
 - **Review The Renewal** - this allows you to select which accommodations are applied to each class. If you do not want a specific accommodation for a specific class, deselect the course(s) you would like to remove the accommodation for.
 - a. If a letter for a specific course should NOT be sent, deselect that course under each accommodation.
 - b. Once you have finished click on the "submit" button.

- c. Your accommodation request is now pending approval and will be reviewed by CTL staff.
10. If you see this error after submitting, "You do not have any accommodations that are eligible to renew." This means that you have already submitted your semester request for the current semester. To see your current semester request, go back to the main semester request screen. If you have any questions about completing the semester request please contact us at ctl@hws.edu.
11. Once the request has been approved, a letter will be generated and sent to you and your faculty via email.
12. If there is an issue with your request, we will contact you ASAP.
13. As always, if you need to add a new accommodation make an appointment to see Christen Davis ASAP,
https://www.hws.edu/academics/ctl/disability_services.aspx.
14. Please note, it may take up to 3 business days to process your request.
15. If you add a new class after submitting your "Semester Request," you will need to submit a new request in order for a letter to be sent to your new faculty.
16. If you have any questions or concerns please contact Disability Services at ctl@hws.edu or (315) 781-3351.

TESTING ACCOMMODATION:

- Once your semester request, for this accommodation, has been approved by our office, **Testing Room** will become available on the left side of your Accommodate home screen. <https://hws-accommodate.symphlicity.com/>
- Instructions for requesting Testing Accommodation(s) at the CTL, through **Testing Room** in Accommodate are available here:
https://www2.hws.edu/pdf/ctl_request_test.pdf

NOTE TAKING ACCOMMODATION:

- Please consider whether or not you require a note taker in each class before choosing the **Submit For All Accommodations** option outlined below.
- If you do not require a note taker for each of your courses, choose the **Review The Renewal** option below.
- Deselect the **Peer Note Taker** accommodation under the class(es) you do not require a peer note taker for.
- Once your semester request, for this accommodation has been approved, the "Note Taker- Network" will become available on the left side of your Accommodate home screen.
- Instructions for Accessing Notes on Accommodate are available here:
https://www2.hws.edu/pdf/ctl_receiving_peer_notes.pdf

ALTERNATIVE FORMAT TEXT REQUEST:

- Once your semester request, for this accommodation, has been approved by our office, **Alternative Format** will become available on the left side of your Accommodate home screen, under the "Accommodation" heading.
- Instructions for requesting **Alternative Format Accommodation(s)** are available here: https://www2.hws.edu/pdf/ctl_requesting_alt_format.pdf

STUDENTS WITH “CONSIDERATION” ACCOMMODATIONS:

- A **Consideration Agreement Form** will be sent to you along with your Accommodation Letters, as an attachment. Please complete with faculty as you discuss your accommodations and follow the instruction on the form to upload the completed agreement into *Accommodate*.