

## Accommodate Guide for Students

Accommodate, our new recordkeeping and communication platform, will provide students with a more accessible and efficient tool to view approved accommodations, request semester accommodations letters and schedule exams. Please [CLICK HERE](#) to login with your WCC email and password to access Accommodate and to get acquainted with the system.

If you are unable to login this means you must fill out the [DSO Intake Form](#).

### **DSO Intake Form**

Students with a documented disability, in need of accommodations, are responsible for disclosing this to the Disability Services Office (DSO) and providing disability documentation to us. To do this, please complete the [DSO Intake Form](#) and submit your disability documentation.

Before filling out the intake form, please read the Documentation Guidelines to make sure you have the appropriate disability documentation to be uploaded at the end of the form.

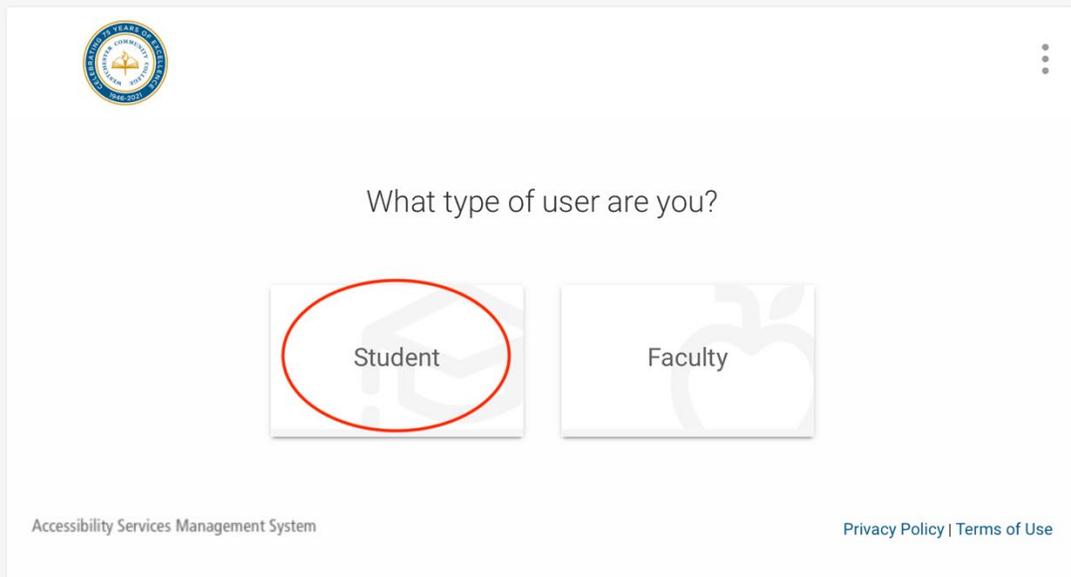
### **Documentation Guidelines**

- IEP/504 plan and a psycho-educational or neuropsychological evaluation
- Letter from a healthcare professional. Letter should:
  - Be on official letterhead
  - Signed by the treating doctor (cannot be electronically signed)
  - Include the current diagnosis
  - Include the dates of treatment
  - Provide recommendations for appropriate accommodations

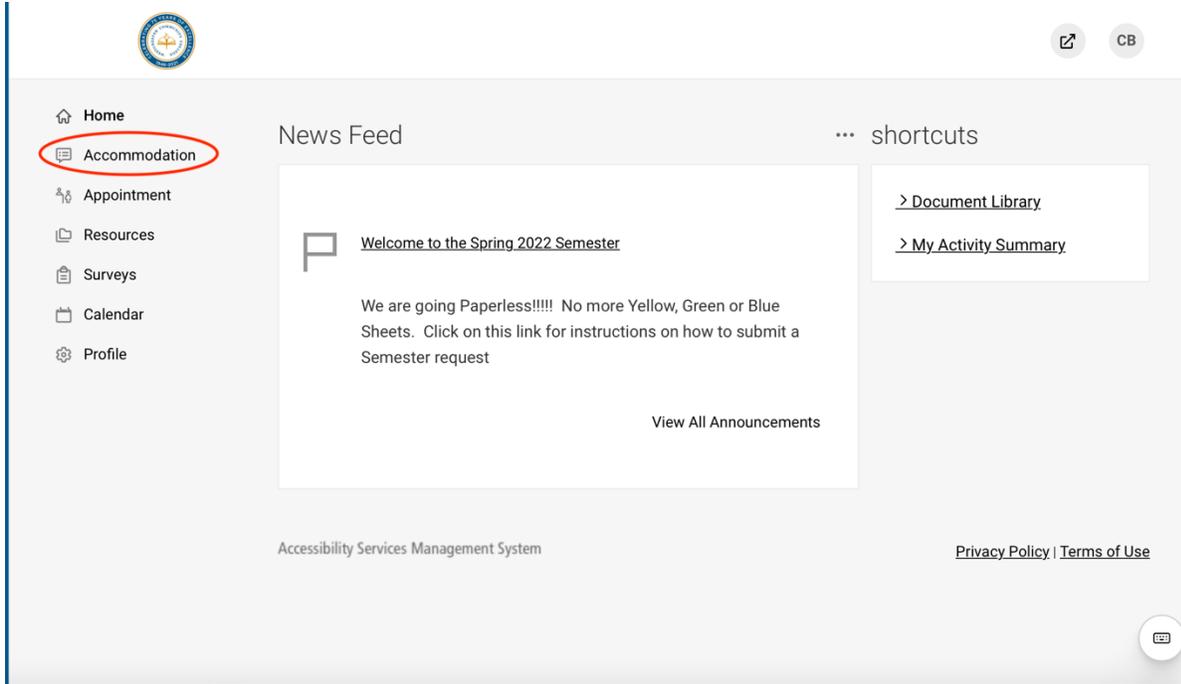
**Note:** if you have not yet applied to Westchester Community College, please do so before filling out the DSO Intake Form on Accommodate. You can find more information on applying to the college by clicking [HERE](#).

## Accommodation Letter Request

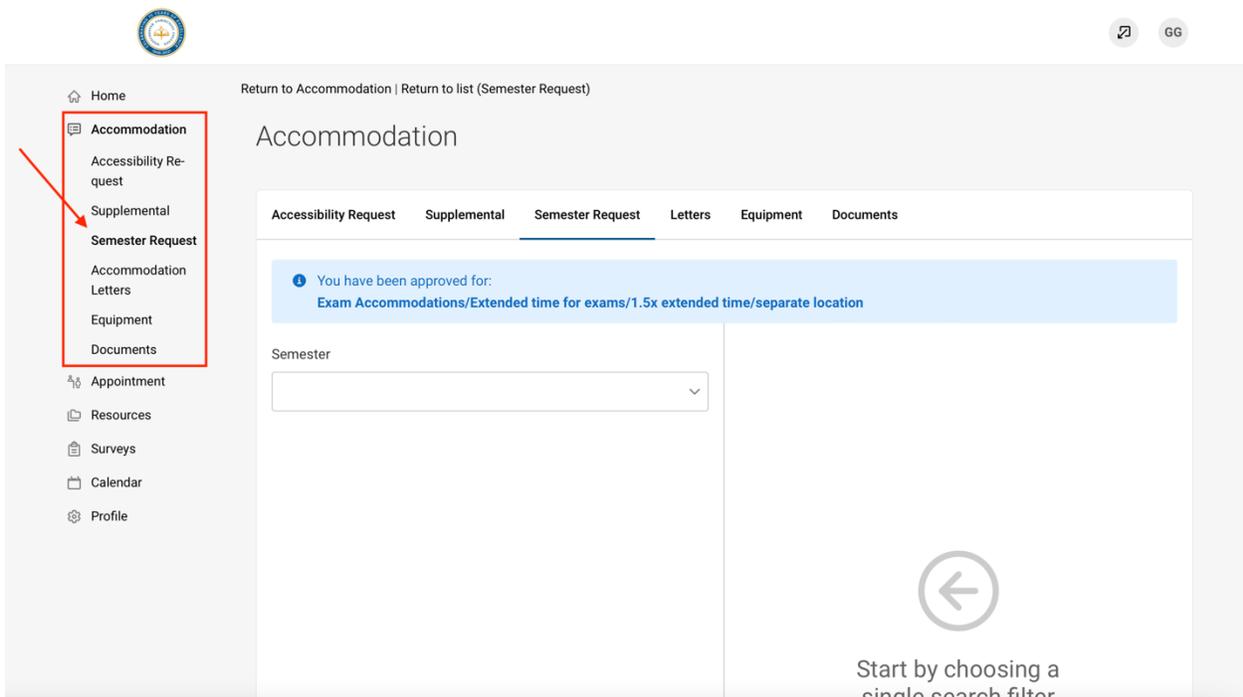
1. Login to [Accommodate](#) using your MyWCC email and password to access Accommodate and to get acquainted with the system. Select **student** icon to begin



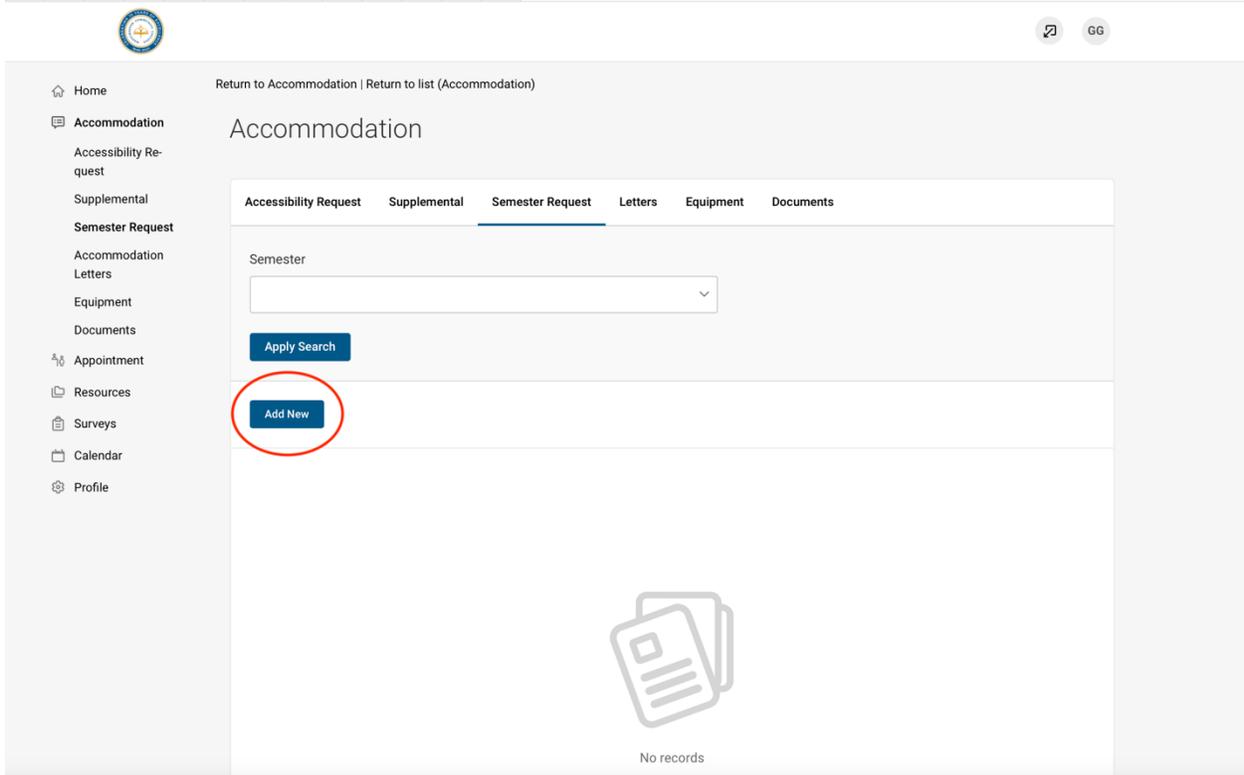
- a. Once logged in, you will be brought to the Student Accommodate portal
2. Select the **Accommodation** tab on the left side of the page. A drop-down menu will be launched



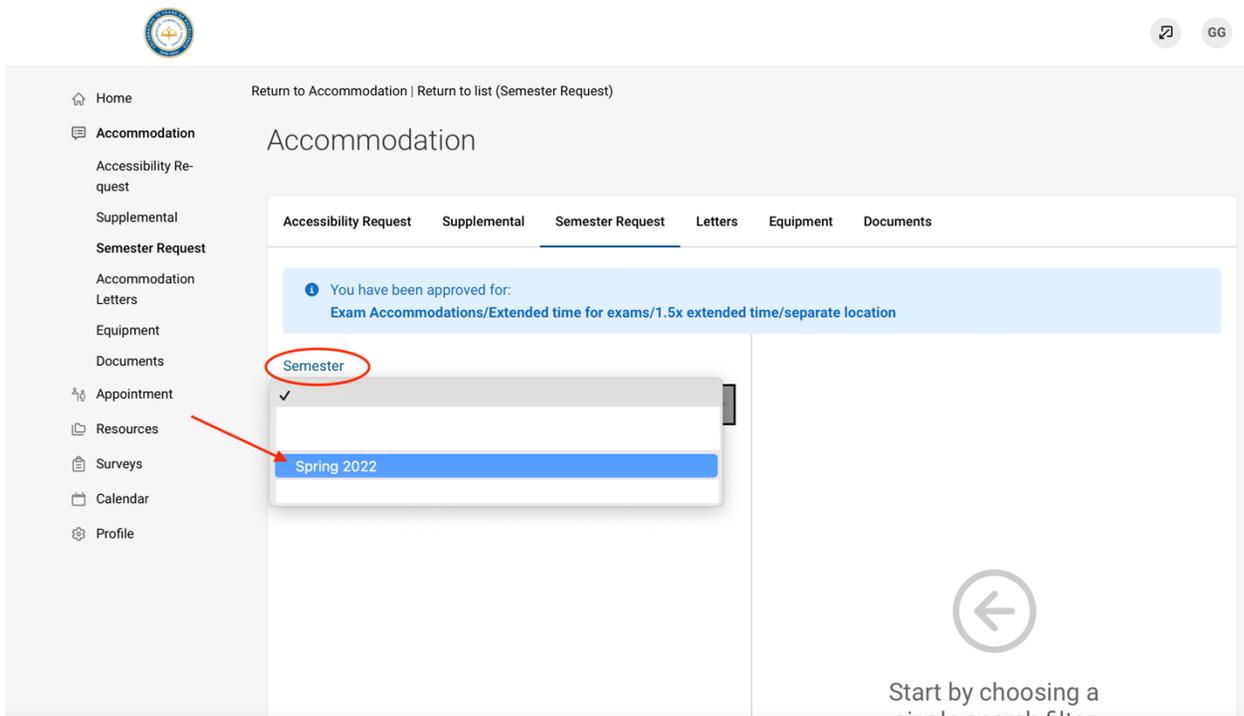
3. Select **Semester Request**. This is where you will be requesting your accommodations letters for the semester



4. Select the **Add New** button



5. From the drop-down menu: Choose and select the semester for which you are requesting letters



a. Message box above the drop-down menu is a list of request accommodations from previous semesters

b. All the classes are listed below the **Review the Renewal** button

The screenshot shows the 'Accommodation' portal interface. On the left is a navigation menu with options like Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Letters, Equipment, Documents, Appointment, Resources, Surveys, Calendar, and Profile. The main content area has tabs for Accessibility Request, Supplemental, Semester Request (selected), Letters, Equipment, and Documents. A blue notification banner states: 'You have been approved for: Exam Accommodations/Extended time for exams/1.5x extended time/separate location'. Below this is a 'Semester' dropdown menu set to 'Fall 2021 (test)'. To the right of the dropdown is a 'Review The Renewal' button. Below the button is a list of classes: 'Media Relations MR01' (Starts August 23, 2021, Ends December 24, 2021) and 'Ethics of the Internet ETH02' (Starts August 23, 2021, Ends December 24, 2021). A red box highlights the 'Review The Renewal' button and the class list.

6. Select **Review the Renewal**

This screenshot is similar to the previous one, showing the 'Accommodation' portal. The navigation menu and tabs are the same. The notification banner and semester dropdown are also present. The 'Review The Renewal' button is now circled in red. The class list below it remains the same: 'Media Relations MR01' and 'Ethics of the Internet ETH02'.

7. Select which accommodations go to which professors

\* indicates a required field

### Accessibility Accommodation Request

What accommodations are you requesting? \*

**Accessibility Accommodation**

**Accommodation Type \***  
 1.5x extended time/separate location X Choose...

**Description**  
 This student is entitled to extended time on exams. If the student requests extended time and the professor is unable to provide the accommodation, the DSO can proctor remotely for online classes or at the DSO for in-person classes. Additionally, upon request, the student is entitled to a distraction- reduced location for the entire testing period. For more information regarding this accommodation please visit <http://solutions.unl.edu/wiki/ACCEXTENDEDTIME150>

**Semester \***  
 Fall 2021 (test)

**Courses**

- Ethics of the Internet (ETH02)
- Media Relations (MR01)
- Probabilities (PROB)
- Statistics (STATS)

**Authorization \***

## 8. Complete the Student Authorization section

**Authorization \***

By completing and signing this form, I have made the decision to exercise my rights to testing accommodations this semester. In doing so, I authorize the Disabilities Services Office to communicate with my professors and other college personnel to ensure I receive the appropriate services. I have read Procedures to Request Referral to Faculty.

**Lecture Recording Agreement \***

Section III: Section 504 of the Rehabilitation Act of 1973 In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, institutions of higher education may not deny a student with a known disability equal access to the institution's programs, courses and activities when reasonable accommodations exist. A student with a qualifying disability which adversely affects his or her ability to take or read notes may be permitted to audio-record class lectures as a form of reasonable academic accommodation.

Use of this accommodation is subject to the following conditions:

1. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.
2. The student may not share these recordings with any other person, database, or resource.
3. The student may not publish or quote the lecture without the written consent of the lecturer.
4. The student agrees to return all recorded lectures to the lecturer or to the Disability Services Office (if the DSO provided the equipment for the student's use), or to destroy all recordings that were made when they are no longer needed for the class for which they were recorded.

By checking this box, I hereby certify that I have read and agree to abide by the above recording Policy. I agree to destroy or return to the lecturer or the Disability Services Office all recorded lectures by the end of the semester or when the lectures are no longer needed to complete the courses. I understand failure to abide by the set policy constitutes copyright infringement and academic

## 9. Select Submit to complete your Semester Request

1. Recordings of class lectures are only for the student's personal use in study and preparation related to the class.

2. The student may not share these recordings with any other person, database, or resource.

3. The student may not publish or quote the lecture without the written consent of the lecturer.

4. The student agrees to return all recorded lectures to the lecturer or to the Disability Services Office (if the DSO provided the equipment for the student's use), or to destroy all recordings that were made when they are no longer needed for the class for which they were recorded.

By checking this box, I hereby certify that I have read and agree to abide by the above recording Policy. I agree to destroy or return to the lecturer or the Disability Services Office all recorded lectures by the end of the semester or when the lectures are no longer needed to complete the courses. I understand failure to abide by the set policy constitutes copyright infringement and academic misconduct and may result in the suspension or revocation of this accommodation. I understand that this agreement will remain in effect as long as I am a student at Westchester Community College.

Remove Accommodation

Request Additional Accommodation - Staff Only

Submit Cancel

Once a counselor has reviewed your requested accommodations, you will receive a copy of the notification letter e-mailed to your professors listing your approved academic accommodations for the semester. If you add a class to your schedule or if your professor changes after you renewed your academic accommodations, you must again follow the above steps to submit an additional accommodation request for your new class or new professor.