Requesting Accommodations

Quick Steps

1. Under the "My Accommodations" menu heading, click "List Accommodations."
2. Select the course(s) you would like to request accommodations for and click the "Step 2 – Continue to Customize Your Accommodations" button to continue.
3. Select which accommodations you are requesting for each course.
4. Click the "Submit Your Accommodation Requests" button to continue.
5. You should now see a list of your courses and all approved accommodations for each.
6. SAS will send copies of the accommodation letters to your faculty.

Note: It can take up to 48 hours for new courses to be listed. If you think something is missing – or if you have questions – contact SAS at sas@ithaca.edu.

Requesting Accommodations

To request accommodations for a specific class, click the "**List Accommodations**" link under the "**My Accommodations**" heading. On this page you will see the list of classes you are enrolled in for the semester.

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Accessibility Services.

2. Your courses might not display below if you are part of the course waiting list.

3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.

4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.

5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

☐ **Fall 2021** - ANTH 10100.03 - ANTHROPOLOGY OF THE WORLD (CRN: 21704)

☐ **Fall 2021** - ENVS 11000.01 - THE ENVIRONMENTAL CRISIS (CRN: 21207)

☐ **Fall 2021** - POLT 14200.01 - IDEAS AND IDEOLOGIES (CRN: 20488)

☐ **Fall 2021** - TVR 32000.01 - TOPICS IN MEDIA TECHNOLOGY (CRN: 20862)

Under the "**Step 1: Select Class(es)**" heading, check off the classes for which you would like to request accommodations.

Click the "**Step 2 – Continue to Customize Your Accommodations**" button to continue.

Before you request your accommodations, please keep the following in mind.

Accommodation plans must be requested for each class you wish to use accommodations in.

An accommodation is not considered active until you and your faculty receive an email with the plan.

If you add/drop a course, you must request an additional plan be sent.

If there is an issue with an accommodation being implemented or a new accommodation needs to be developed, you should contact SAS as soon as possible.

Step 2 - Continue to Customize Your Accommodations

For each selected class, check off the boxes for each Eligibility you would like to request for that class. You do not need to select the same Eligibilities for each class.

Note: You will only see the Eligibilities for which you are approved. If you believe this list is incorrect, contact SAS to schedule a conversation with a specialist.

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

ANTH 10100.03 - Anthropology Of The World   (CRN: 21704)

Instructor(s):	**Jennifer Muller**
Days and Time(s):	TR at 09:25 AM - 10:40 AM
Date Range(s):	08/23/2021 - 12/15/2021
Location(s):	WILL 225 (Campus: ITH)

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for ANTH 10100.03

☐ Accessible Seating   ☐ Alternative Testing   ☐ Modification of Assignment Deadlines

Submit Your Accommodation Requests   Back to Overview

When you have made and reviewed your selections, click the "**Submit Your Accommodation Requests**" button to continue. Click the "**Back to Overview**" button to return to the Overview page without selecting Eligibilities.

Once you have requested accommodations for one or more classes, the accommodation requests will be listed on the Overview page.

LIST ACCOMMODATIONS FOR FALL 2021

Refine Search Result: Search All ▼

Refine Search

Previous Term   Term: Fall 2021   Next Term

TEST 10000.01 - Fall Course 2021   (CRN: 12345)   Modify Request   Cancel Request

Instructor(s):   **Student Accessibility Services**
Days and Time(s):   **MWF at 10:00 AM - 11:00 AM**
Date Range(s):   **08/23/2021 - 12/15/2021**
Location(s):   **ROTH 113**

Request Status

✓ Approved

First Entered by: Valerie Ober
First Entered on: **07/29/2021 at 11:49 AM**
Last Updated by: Valerie Ober
Last Updated on: **07/29/2021 at 11:49 AM**

Notification Letter

Status: **Scheduled**

List Accommodation(s) Selected for TEST 10000.01

- Alternative Testing
- Classroom Breaks
- E-Text
- Notetaking Aid
- Technology Needed for Access

Other Information

- View Complete Request History

From this page, you can **Modify** or **Cancel** your request, view the request history, and see whether your accommodation letters have been sent.

Accommodation letters are sent a few days before the start of each new semester. Once the semester has started, Accommodation letters are sent as soon as accommodations are requested.

As a reminder: Your Accommodation letters let your instructors know which accommodations you are requesting. SAS recommends talking with instructors as soon as possible about your individual needs.