Submitting a Semester Request

**Step 1.** Log in to ACCOMMODATE. Visit us at [www.ohio.edu/uc/SAS](http://www.ohio.edu/uc/SAS) and click the “+ACCOMMODATE” drop down on the left navigation/menu panel and then click “Login”.

**Step 2.** Hover over, or click on, the “Accommodation” tab at the top of the page.

**Step 3.** Be sure that you are in the “Semester Request” tab.

**Step 4.** Click “Request Accommodation” at the bottom left of the form.
Step 5. From the drop down menu – choose the semester for which you are requesting accommodation. (Ex. Fall 2017)

Step 6. Click “Review the Renewal”

![Image of Accommodation Request Form]

Note: Your Semester Request will by default, display all of your accommodations with all of your classes already selected.

Step 7. Review your Semester Request and (if applicable) remove or uncheck any accommodations/classes that you do not intend to request accommodation for or in.

Step 8. Indicate whether or not you want to come into the office to pick up a hard copy of your letter.

Step 9. When you’ve completed the form – hit “Submit”. The submit button appears at the top and bottom of the form. If you get an error message – contact your assigned Accessibility Coordinator or stop into the SAS office as soon as possible.

You’ve successfully submitted your Semester Request Form at this point. Once your Accessibility Coordinator has reviewed and approved your request – you will receive your accommodation letter by e-mail no matter what. If you opted to pick them up – you can do so at your earliest convenience after receiving your letter by e-mail.

Step 10. Provide a copy of your Accommodation Letter to your instructor(s); preferably at a face-to-face meeting (if possible) during office hours or another time arranged with the instructor.