

Accommodate: Semester Request Steps

Office of Accessibility and Disability Services



Making This Slide Deck Work for You

This slide deck is already designed with accessibility in mind. However, you can personalize it to better fit your needs using the options below

Prefer Text-to-Speech? Download this deck and use a reader that works for you!

- Download as PowerPoint (.PPTX): Use Read Aloud or [Immersive Reader in Microsoft PPT](#)
- Download as PDF: [Use Adobe Reader Read Out Loud](#) or screen reader software
- [Download Instructions for the Deck](#)

Making This Slide Deck Work for You (Cont'd.)

Browser-Based Tools: These tools work directly in Chrome or Edge.

- [Natural Reader \(Chrome Extension\)](#)
- [Read Aloud: A Text-to-Speech Voice Reader](#)
- [Speech Central](#)
- [Microsoft Edge Read Aloud](#)

Making This Slide Deck Work for You (Cont'd.)

Visual Support Tools:

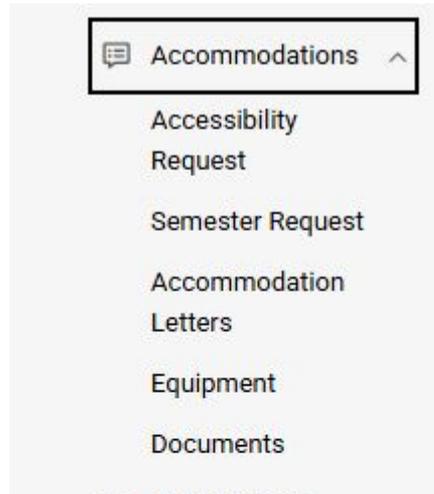
- [Helperbird](#) – font adjustments, spacing, dyslexia mode, color contrast
- [Dark Reader](#) – dark mode
- [OpenDyslexic Font for Chrome](#) – dyslexia-friendly font
- Use browser zoom, high contrast mode, or full-screen view as needed ([Google Chrome Accessibility Tips](#), [Microsoft Edge Accessibility Tips](#), [Safari Accessibility Tips \(macOS/iOS\)](#))
- If you're looking for more options, feel free to explore our Assistive Technology (AT) list on our website. It includes a wide range of tools for organization, speech-to-text, managing distractions, and more. [View the full list here.](#)

Overview

Each semester you are enrolled, you must submit a “Semester Request” in our Accommodate data management system to utilize your approved accommodations. Your “Letters of Accommodations” will be emailed to you and the instructors for the courses you select in your semester request.

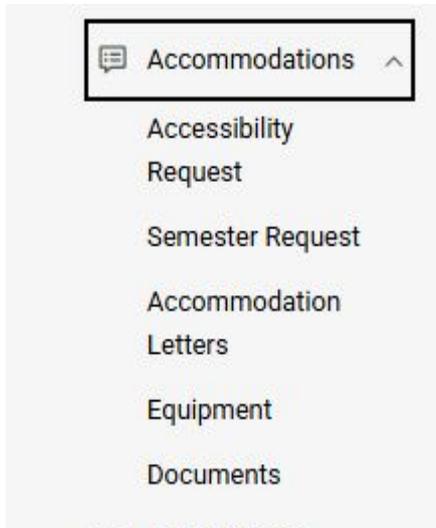
Step 1

1. Log in to Accommodate at <https://umbc-accommodate.symlicity.com> or by clicking the Accommodate Student Login button at the bottom left of the SDS home page.
2. Choose "Accommodations" on the left-side menu.

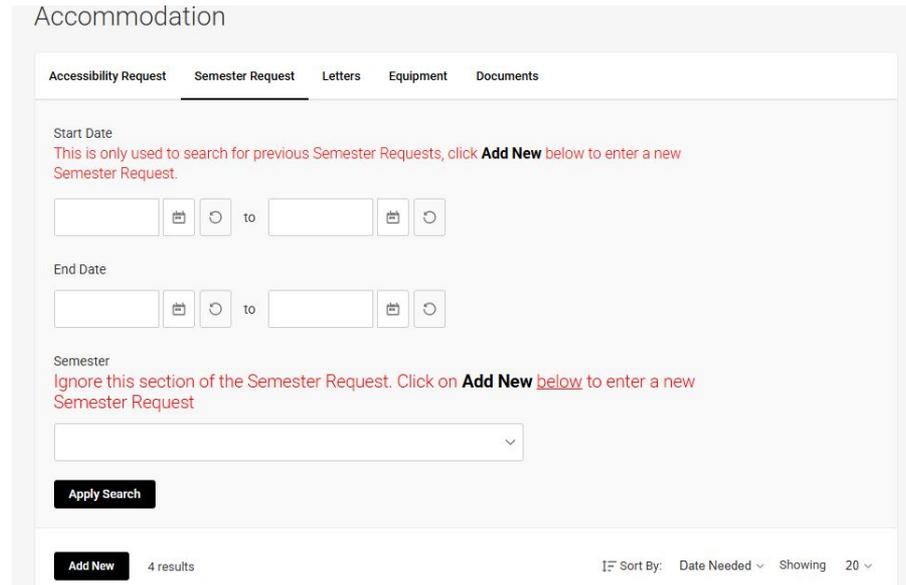


Step 2

Choose "Semester Request," then look for the black button mid-page that says "Add New."



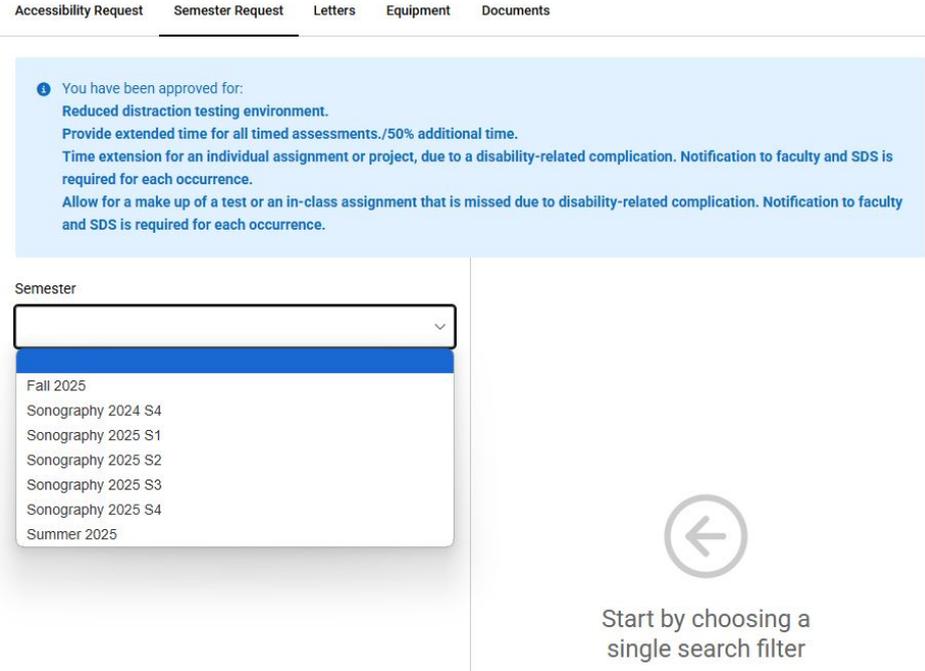
A vertical menu titled "Accommodations" with a list of options: Accessibility Request, Semester Request, Accommodation Letters, Equipment, and Documents. The "Accommodations" header is highlighted with a black box, and a red arrow points from the left towards the menu.



A screenshot of the "Accommodation" form, specifically the "Semester Request" tab. The form includes fields for "Start Date" and "End Date" with calendar icons, and a "Semester" dropdown menu. A red arrow points from the left towards the form. At the bottom of the form, there is a black "Add New" button, a search bar, and a filter section showing "4 results" and "Sort By: Date Needed" and "Showing 20".

Step 3

This will direct you to a new screen where you will select the current or upcoming semester from the drop-down menu. This screen also provides a list of your SDS-approved accommodations in blue. Once you have chosen the semester, the classes you are enrolled in for the selected semester will appear. Suppose you have already submitted a Semester Request for your desired semester. In that case, you will see a message above your class list that says, *"You do not have any accommodations that are eligible to renew."* Otherwise, go to the next step.



Accessibility Request Semester Request Letters Equipment Documents

3 You have been approved for:

- Reduced distraction testing environment.**
Provide extended time for all timed assessments./50% additional time.
Time extension for an individual assignment or project, due to a disability-related complication. Notification to faculty and SDS is required for each occurrence.
- Allow for a make up of a test or an in-class assignment that is missed due to disability-related complication.** Notification to faculty and SDS is required for each occurrence.

Semester

- Fall 2025
- Sonography 2024 S4
- Sonography 2025 S1
- Sonography 2025 S2
- Sonography 2025 S3
- Sonography 2025 S4
- Summer 2025

Start by choosing a single search filter

Step 4

You will see two buttons: “Submit for All Accommodations” and “Review Semester Request Before Submitting.”

We prefer that you review your request before submitting it; however, if you are confident that there are no changes to be made to your Semester Request, click “Submit for All Accommodations.” Your semester request is now complete.

Accessibility Request Semester Request Letters Equipment Documents

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- Provide extended time for all timed assessments./50% additional time.
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- Allow for a make up of a test or an in-class assignment that is missed due to disability-related complication. Notification to faculty and SDS is required for each occurrence.

Semester

Sonography 2024 S4

Submit For All Accommodations

Review Your Semester Request Before Submitting



Step 5

If you want to review your accommodations, click “Review Semester Request Before Submitting” to remove any accommodations or deselect classes for specific accommodations. You will only see accommodations and courses for the selected semester for which you have not already submitted a request. Once you have reviewed your selections, click “Submit”.

Note: The “Submit” button is located at both the top and bottom of the page; you can use either one.

Accessibility Request Semester Request Letters Equipment Documents

Submit Cancel Or Return To Previous Screen

* indicates a required field

Accessibility Accommodation Request

What accommodations are you requesting? *

Accessibility Accommodation #1

Be sure to select all of your accommodations that you want to use, and select all of the courses for which you wish to use each of your approved accommodations. Your Letter of Accommodations will only include the accommodations you select here and will only be sent to the instructors for the courses you have selected.