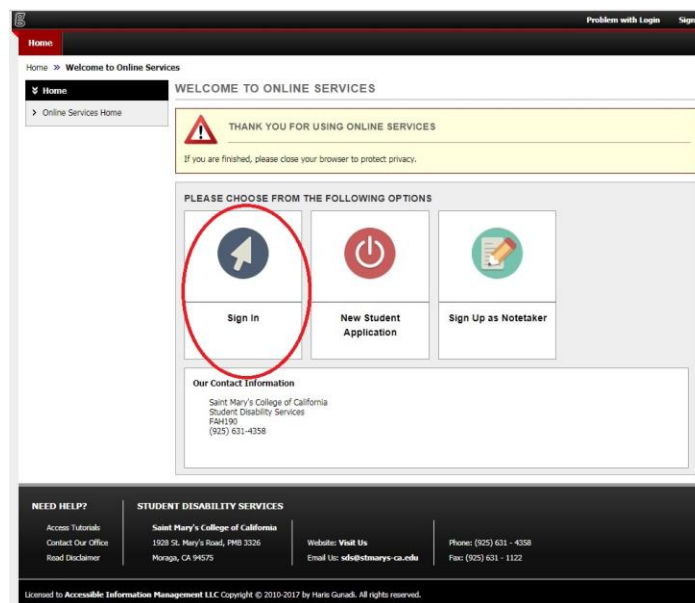


SDS Online Services CLASSROOM ACCOMMODATION REQUEST INSTRUCTIONS:

Please follow these instructions to renew accommodations:

1. Go to the Online Services website-
[SDS Online Portal Website](#)
(This website can be accessed on the SMC Student Disability Services site as well)
2. Click “Sign In” and log in with your SMC username and password



3. You will be taken to your student “Dashboard”
4. You will need to sign the “E-Form Agreement” before requesting accommodations for your courses
5. In “My Dashboard” you can access a section labeled “Select Accommodations for Your Class”
 - a. Your classes will be populated below this

Welcome My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

My Dashboard

Home » My Dashboard » Overview

OVERVIEW

IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- Your To Do List:**
 - No Accommodation Requests Found**

You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

If you have any questions, please contact our office.

Saint Mary's College of California
Student Disability Services
FAH190
(925) 631-4358

Select Accommodations for Your Class

Important Note

- Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Student Disability Services.
- Your courses might not display below if you are part of the course waiting list.
- If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
- If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2017 - AH [REDACTED]
- Fall 2017 - BIOL [REDACTED]
- Fall 2017 - PHYSI [REDACTED]
- Fall 2017 - [REDACTED]
- Fall 2017 - [REDACTED]

Agreement to request accommodation language.

6. Select the classes you wish to request accommodations for and select “Step 2- Continue to Customize Your Accommodations”

My Profile My Mailbox (Sent E-Mails) My Accommodations Sign Out

Step 1: Select Class(es)

- Fall 2017 - AH [REDACTED]
- Fall 2017 - BIOL [REDACTED]
- Fall 2017 - PHYSI [REDACTED]
- Fall 2017 - PHYSI [REDACTED]
- Fall 2017 - [REDACTED]

Agreement to request accommodation language.

Step 2 - Continue to Customize Your Accommodations

7. Select the accommodations that you desire for the class by checking the boxes shown. You will only see the accommodations that you have been approved for. Your accommodations will also be grouped by type. For example, accommodations like *extended time* will be in 'Alternative Testing'. **[Please note that accommodations like HOUSING should not be requested for classroom accommodations.]**

TRS 018.01 [REDACTED]

Instructor(s): Nicholas [REDACTED]
Days and Time(s): M at 07:00 PM - 09:00 PM
Date Range(s): 08/16/2017 - 08/16/2017, 08/13/2017 - 08/13/2017, 08/09/2017 - 08/09/2017, 08/06/2017 - 08/06/2017, 08/03/2017 - 08/03/2017, 08/28/2017 - 12/07/2017
Location(s): DANT 204

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 TRS 018.01

Alternative Testing E-Text Housing
 Kurzweil

Select the check box if you would like AIM to **email this accommodation letter** to your instructor(s) for **TRS 018.01 - Living Lasallian II**.

Questions? Contact Us!
Please contact our office if you have any questions or concerns.
Saint Mary's College of California
Student Disability Services
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8. SDS staff will review your request and in the few days before the semester starts you will see an email from our office to your instructor, with a copy to you, with the notification of accommodations letter so that your faculty is aware of your approved accommodations

Don't forget to discuss your accommodations with your faculty. Once you see the notification of accommodation sent to your faculty member, reach out to your faculty to set up time during office hours to discuss your accommodations.