Modifying or Cancelling Accommodation Requests

**Important Information:** Through your online Disability Services account, you have the ability to modify or cancel accommodations for individual classes at any time. If you have any problems or difficulties, please feel free to call us at 541-383-7583 during business hours from 8am-5pm, Monday-Friday, email us at disabilityservices@cocc.edu, or stop by our office at Barber Library, Room 010 on the Bend campus.

1. **Log In** - Log in from the Disability Services home page using your Single-Sign On and clicking on ‘log in’ under the Returning Student Section

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**SERVICES FOR STUDENTS WITH DISABILITIES**

*Department Main Contact:* disabilityservices@cocc.edu

541-383-7583, LIB #010 (Library Lower Level), 2600 NW College Way, Bend, OR 97703

*Faculty:* please visit our department's intranet page for accommodation information, including during the COVID-19 impact.

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**Applying for Accommodations**

1. Review helpful information on the appointment process, documentation guidelines and more.

   **1) Prepare for an Appointment**

2. Complete an application and submit your documentation. Upon review, we will contact you to schedule your remote appointment.

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**Requesting Your Accommodations**

1. Preview directions: visual guide (pdf) or video tutorial (OSU).

After reviewing the steps below, you may log in:

**Log In**

2. You will log in to your account using your Single Sign-On information, including @cocc.edu, and submit your accommodation request. Make sure you are logging in.
2. **Select ‘List Accommodations’** – Select ‘list accommodations’ on the left hand side of the screen.

Under the ‘list accommodations’ for your current term, when you scroll down, your accommodations will be listed by class.
3. **Select ‘Modify Request’** - Scroll down to the class you wish to modify, and click the blue link titled: ‘modify request’ to the right of the course name and CRN

<table>
<thead>
<tr>
<th>PSY 228.1 - Positive Psychology  (CRN: 13278)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor(s): Andria Woodell</td>
</tr>
<tr>
<td>Days and Time(s): R at 10:15 AM - 12:15 PM, TR at 10:15 AM - 12:05 PM</td>
</tr>
<tr>
<td>Date Range(s): 03/19/2020 - 03/19/2020, 01/07/2020 - 03/12/2020</td>
</tr>
<tr>
<td>Location(s): BEC 0155 (Campus: B)</td>
</tr>
</tbody>
</table>

4. **Make your selections** – Uncheck the box or boxes next to accommodations you wish to modify. You can also check the box or boxes of accommodations you would like to add. Please remember that accommodations are not retroactive, and will only begin from the time your request is approved.

<table>
<thead>
<tr>
<th>Select Accommodation(s) for PSY 228.1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alternative Testing</td>
</tr>
<tr>
<td>Record class lectures</td>
</tr>
<tr>
<td>Extra time in class assignments</td>
</tr>
<tr>
<td>Notetaking Services</td>
</tr>
</tbody>
</table>

If you want to check the statuses of any previous or future accommodation requests, simply click on the blue links titled: previous term and next term

| Previous Terms | Term: Winter 2020 | Next Term |
5. **Submit your requests**: Click ‘update request’ when you have completed your selections. Your screen should read ‘system update is successful. System has successfully processed your request.’

![Select Accommodation(s) for PSY 228.1]

- **Alternative Testing**
- **Ext. time in class assignments**
- **Notetaking Services**
- **Record class lectures**

![Important Note]

Your request for accommodation has been **APPROVED** and any changes to your request will be reviewed by the staff for approval. When the staff makes a decision on your request, you will receive a notification.

To view all pending request submitted for this class, please use the following link: [View Pending Request(s)](link).

Please contact our office if you have not received any update regarding your pending request within 3 business days.

![Update Request, Cancel Request, Back to List]

**OVERVIEW**

**SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.