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

Follow these steps to apply for/receive accommodations:

1st Time Student
Start here for helpful information on the appointment process, documentation guidelines and more.

1) Prepare for an Appointment
When ready, complete an application and submit your documentation. Upon review, we will contact you to schedule your appointment.

2) Apply Now

Returning Student
1. Respond to the courtesy email from Disability Services confirming your request for a current term letter of accommodations.

2. Email disabilityservices@cocc.edu if you have any questions regarding your accommodations, or cannot locate the courtesy email.

3. Follow the directions on your cover letter for implementing your accommodations.

**Starting Summer and Fall 2020 Terms** you will be required to log in to your disability services account using this [Log In] and select your accommodations for request. More information and tutorials coming soon.**

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

![Course Information](image)

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.

![Request Status](image)

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 Term](image)
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.’

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

**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)](View Pending Request(s)).

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

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**OVERVIEW**

**SYSTEM UPDATE IS SUCCESSFUL**

The system has successfully processed your request.
6. **Cancel all accommodation requests.** If you would like to cancel all accommodation requests for a particular class, click ‘cancel request.’ You will be asked to select the reason for which you are choosing to cancel services. Once you have made the appropriate selection, click ‘cancel accommodation request.’ Please check back in 1 business day to see if your requests have been approved.

Contact: disabilityservices@coc.edu, 541-383-7583, Library 010