

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.

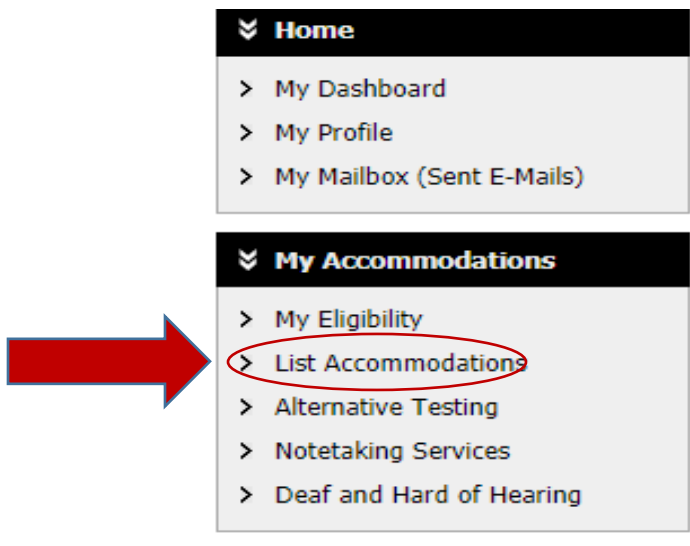
2. Email disabilityservices@cocc.edu if you have any questions regarding your accommodations, or cannot locate the courtesy email.

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  and select your accommodations for request. More information and tutorials coming soon.**

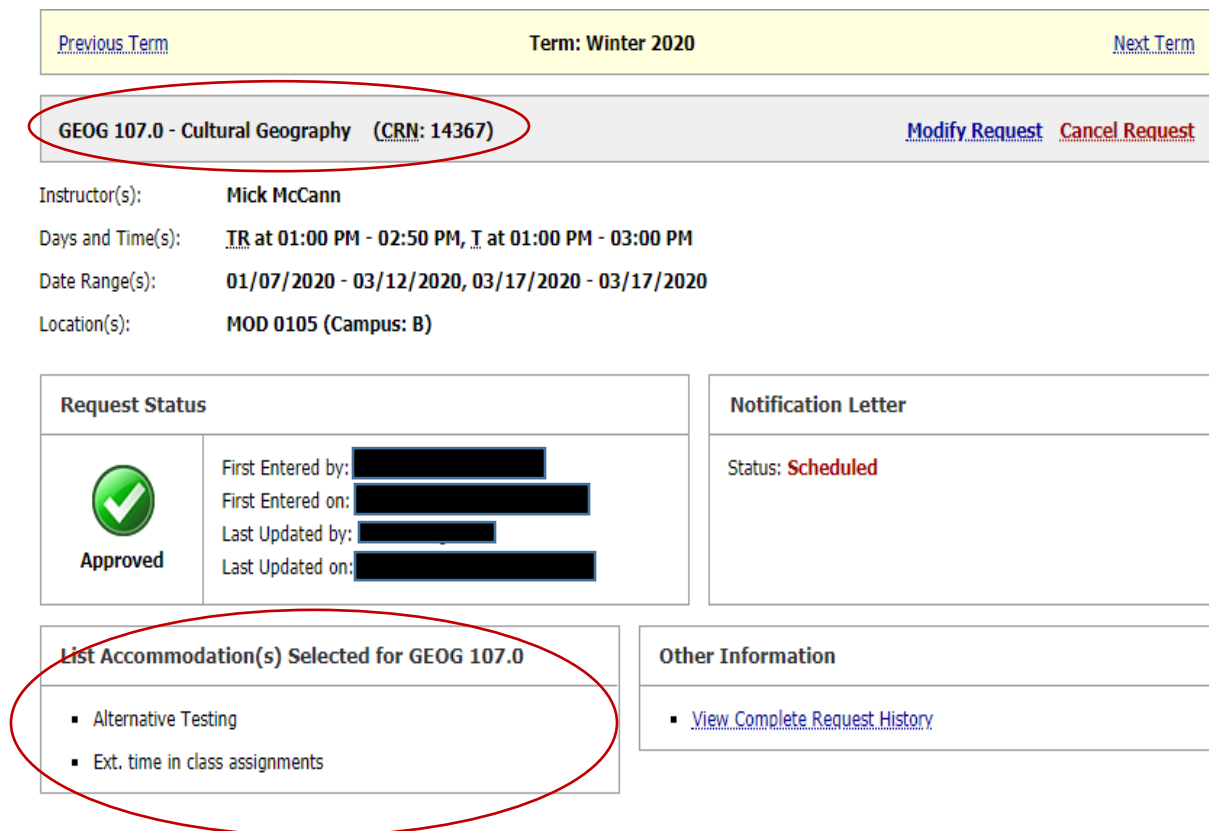


2. **Select 'List Accommodations'** – Select 'list accommodations' on the left hand side of the screen.



The screenshot shows a navigation menu on the left side of a screen. The menu is divided into two sections: 'Home' and 'My Accommodations'. Under 'Home', there are three items: 'My Dashboard', 'My Profile', and 'My Mailbox (Sent E-Mails)'. Under 'My Accommodations', there are five items: 'My Eligibility', 'List Accommodations', 'Alternative Testing', 'Notetaking Services', and 'Deaf and Hard of Hearing'. A red arrow points to the 'List Accommodations' item, which is also circled in red. To the right of the menu, there is a 'Note' section and a 'Select Class:' dropdown menu. Below that, there is a 'Select Accommodation:' dropdown menu and an 'Important' section with a list of three items.

Under the 'list accommodations' for your current term, when you scroll down, your accommodations will be listed by class.




The screenshot shows a request details page for the class 'GEOG 107.0 - Cultural Geography (CRN: 14367)'. The page is for the 'Term: Winter 2020'. The request status is 'Approved', indicated by a green checkmark icon. The notification letter status is 'Scheduled'. The list of accommodations selected for this class includes 'Alternative Testing' and 'Ext. time in class assignments'. The page also includes fields for instructor, days and time, date range, and location. There are links for 'Modify Request' and 'Cancel Request'. A red circle highlights the class name and the list of accommodations.

[Previous Term](#) Term: Winter 2020 [Next Term](#)

GEOG 107.0 - Cultural Geography (CRN: 14367) [Modify Request](#) [Cancel Request](#)

Instructor(s): Mick McCann
Days and Time(s): TR at 01:00 PM - 02:50 PM, T at 01:00 PM - 03:00 PM
Date Range(s): 01/07/2020 - 03/12/2020, 03/17/2020 - 03/17/2020
Location(s): MOD 0105 (Campus: B)

Request Status

 Approved

First Entered by: [REDACTED]
First Entered on: [REDACTED]
Last Updated by: [REDACTED]
Last Updated on: [REDACTED]

Notification Letter

Status: **Scheduled**


List Accommodation(s) Selected for GEOG 107.0

- Alternative Testing
- Ext. time in class assignments


Other Information

- [View Complete Request History](#)

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

PSY 228.1 - Positive Psychology (CRN: 13278)			Modify Request Cancel Request
Instructor(s):	Andria Woodell		
Days and Time(s):	R at 10:15 AM - 12:15 PM, TR at 10:15 AM - 12:05 PM		
Date Range(s):	03/19/2020 - 03/19/2020, 01/07/2020 - 03/12/2020		
Location(s):	BEC 0155 (Campus: B)		

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	Notification Letter
 Approved	Status: Scheduled
First Entered by: [REDACTED] First Entered on: [REDACTED] Last Updated by: [REDACTED] Last Updated on: [REDACTED]	

Select Accommodation(s) for PSY 228.1		
<input checked="" type="checkbox"/> Alternative Testing	<input type="checkbox"/> Ext. time in class assignments	<input type="checkbox"/> Notetaking Services
<input checked="" type="checkbox"/> Record class lectures		

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	Term: Winter 2020	Next Term
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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

<input checked="" type="checkbox"/> Alternative Testing	<input checked="" type="checkbox"/> Ext. time in class assignments	<input type="checkbox"/> Notetaking Services
<input type="checkbox"/> 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\(s\)](#).

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.

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.



PSY 228.1 - Positive Psychology (CRN: 13278)		Class Details Cancel Request
Instructor(s):	Andria Woodell	
Days and Time(s):	R at 10:15 AM - 12:15 PM, TR at 10:15 AM - 12:05 PM	
Date Range(s):	03/19/2020 - 03/19/2020, 01/07/2020 - 03/12/2020	
Location(s):	BEC 0155 (Campus: B)	
Request Status		Notification Letter

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