

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.

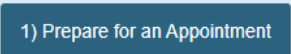


1. **Log In** - Log in from the Disability Services home page using your Single-Sign On and clicking on 'log in' under the Returning Student Section

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.

<h3>Applying for Accommodations</h3> <ol style="list-style-type: none">1. Review helpful information on the appointment process, documentation guidelines and more. 2. Complete an application and submit your documentation. Upon review, we will contact you to schedule your remote appointment. 	<h3>Requesting Your Accommodations</h3> <ol style="list-style-type: none">1. Preview directions: visual guide (pdf) or video tutorial (OSU). After reviewing the steps below, you may log in: 2. You will log in to your account using your Single Sign-On information, including @cocc.edu, and submit your accommodation requests. Make sure you are scrolling
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2. **Select 'List Accommodations'** – Select 'list accommodations' on the left hand side of the screen.

Navigation menu items:

- Home
 - My Dashboard
 - My Profile
 - My Mailbox (Sent E-Mails)
- My Accommodations
 - My Eligibility
 - List Accommodations
 - Alternative Testing
 - Notetaking Services
 - Deaf and Hard of Hearing

Right-hand side content:

Note: It may t

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Select Class:

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2. Your
3. If vot

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

Term: Winter 2020

[Previous Term](#) [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: 03/06/2020 at 10:56 AM
Last Updated by: [Redacted]
Last Updated on: 03/06/2020 at 10:56 AM

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: 03/06/2020 at 10:56 AM Last Updated by: [Redacted] Last Updated on: 03/06/2020 at 10:56 AM	

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.



OVERVIEW



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.
