

Requesting Accommodations

Important Information: Your accommodation requests will be submitted via email to your instructors in the form of a letter of accommodations. You will be copied on this email. If you are requesting for a future term, typically your accommodations won't be approved until the week prior to the start of the term. 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.

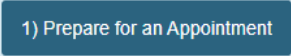



1. **Log In** - Log in from the Disability Services home page using your Single-Sign On and clicking on 'log in' under the Requesting Your Accommodations section

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 Accommodations** - On your 'my dashboard' page, you will scroll down and locate 'select accommodations for your class.' You will see an important note explaining why your courses may not appear yet, and if you wish to modify or cancel a previous request:

Select Accommodations for Your Class



Important Note

1. 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 Services for Students with Disabilities.
2. Your courses might not display below if you are part of the course waiting list.
3. 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.
4. 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)

- Winter 2020 - EC 201.001 - MICROECONOMICS (CRN: 13090)

3. **Select classes** - Select the box for each of the classes for which you are requesting accommodations. Then click 'continue to customize your accommodations'.

Step 1: Select Class(es)

- Winter 2020** - EC 201.001 - MICROECONOMICS (CRN: 13090)
- Winter 2020** - GEOG 107.0 - CULTURAL GEOGRAPHY (CRN: 14367)
- Winter 2020** - PSY 228.1 - POSITIVE PSYCHOLOGY (CRN: 13278)

Step 2 - Continue to Customize Your Accommodations



4. **Select specific accommodations for each course** – Please select the accommodations you are requesting for each course.

Final Step: Select Accommodation(s) for Each Class

GEOG 107.0 - Cultural Geography (CRN: 14367)

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)**

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 GEOG 107.0

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

PSY 228.1 - Positive Psychology (CRN: 13278)

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)**

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 PSY 228.1

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

5. **Submit your requests** - click the button titled 'submit your accommodations request.' Your screen should read 'system update is successful! System has successfully processed your request.' Please check back in 1 business day, to see if your requests have been approved.

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		



Questions? Contact Us!
Please contact our office if you have any questions or concerns.

Thank you,
Services for Students with Disabilities
disabilityservices@cocc.edu
p: 541-383-7583
f: 541-318-3737

6. **Confirm your submission** - Your screen should read 'system update is successful! System has successfully processed your request.' Please check back in 1 business day, to see if your requests have been approved.

OVERVIEW



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

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