

HOW TO

Activate Your Accommodations

- 1 **Log on to your [Accommodate Account](#)** or click this link: <https://chattahoocheetech-accommodate.symplicity.com>. Use the same log in info as you do for your other CTC accounts.
- 2 If prompted, **review the two surveys** (Academic Misconduct and Student Rights & Responsibilities) and electronically sign at the bottom. If you have already signed these in a previous semester, move on to the next step.
- 3 **Submit a new Semester Request** by clicking the "Accommodation" tab at the top of the page. Select "Semester Request," then click "New" and select the correct semester. Click "Submit for All Accommodations."
- 4 Once DSS approves your accommodations, you will be able to **"Review the Renewal."** This will allow you to choose which accommodations you would like to utilize for each course. For example, you can choose to not activate your accommodation of using a calculator for an English course.
- 5 Once DSS approves any changes you make, you will receive an email to **review your electronic Accommodation Letter**. On the Accommodate home page, click "Accommodation," then click "Accommodation Letter."
- 6 **Discuss your Accommodation Letter with your instructor**. It is your responsibility to arrange a meeting with each instructor to discuss your accommodations for that course. Do not assume that email submission of your Accommodation Letter to instructors confirms agreement of the listed accommodations.
- 7 Once you have come to an agreement with your instructor, you will both need to **electronically sign the Accommodation Letter** in Accommodate. Your instructor will also receive an email with a copy of the letter to sign.

Please note: Accommodations are not granted retroactively. Students are strongly encouraged to discuss accommodation needs with instructors in a timely manner, preferably within the first week of the semester.

Any disagreement between student and faculty regarding accommodations (or failure to provide accommodations) must be communicated in writing to DSS within 2 business days in order to seek a resolution, per OCR (Office of Civil Rights) rulings.

To submit a concern regarding your accommodation, please email disability@chattahoocheetech.edu. Please include your name, 900#, and nature of the issue. DSS will work with you and your instructor in order to identify a mutually agreeable solution.