



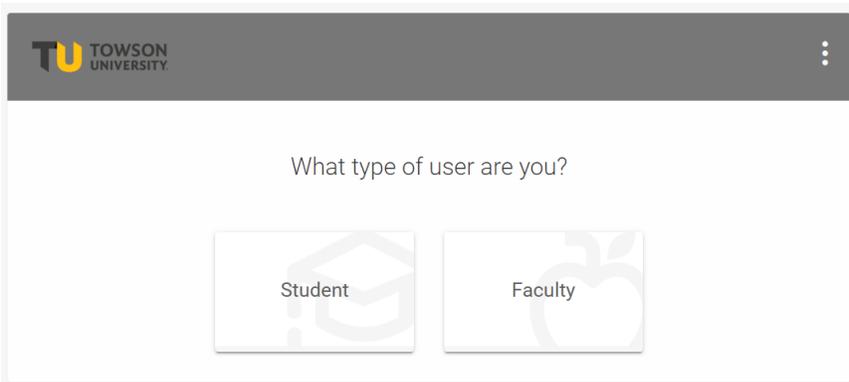
## Submitting a Semester Request

You must complete this process each semester that you plan to utilize your accommodations.

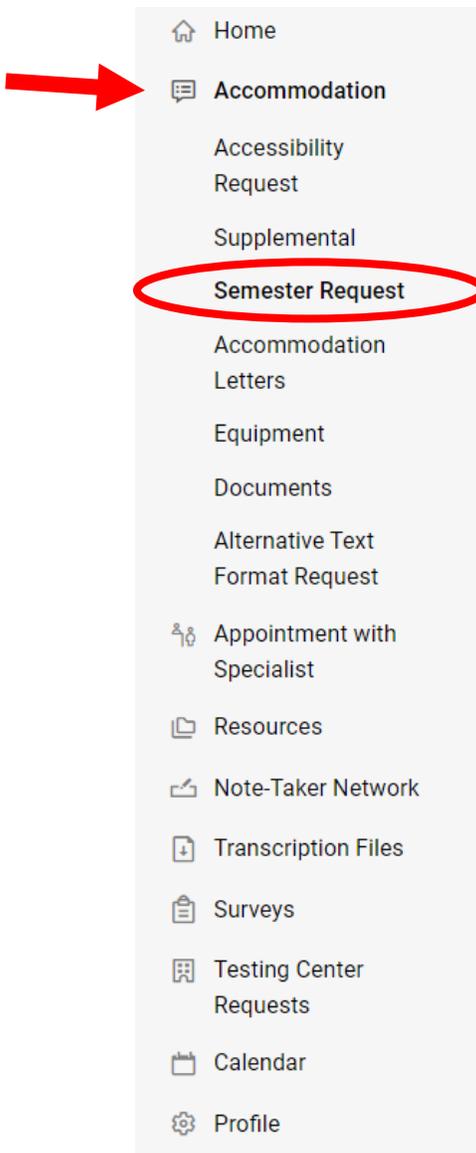
1. Start by logging into **Accommodate** with your Towson credentials (<https://towson-accommodate.symplicity.com/students>) then select 'Student.'
2. You will then choose '**Accommodation**' in the left navigation menu, and then select '**Semester Request**'
3. Choose the '**Add New**' button, shown below, and your approved accommodations will show up at the top.
4. Next, choose the **semester** for which the request is being submitted. Your courses will populate on the right side. Your approved accommodations will also be visible in the blue help box.
5. From here you have two choices
  - a. '**Review the renewal**' This option is **REQUIRED** for students with note taking assistance, interpreting, and/or transcriptions services and allows you to select which courses you are requesting specific accommodations. All students may use this to specify in which courses they are requesting accommodations.
  - b. '**Submit for all Accommodations**' When you choose this option, you are requesting all of your accommodations for all of your courses and this will finalize your request
6. Once you have submitted the request, your ADS Specialist will be notified and then your letter of accommodation will be sent within the next business day.

**Below are instructions with screenshots.**

1. Start by logging into **Accommodate** with your Towson credentials ( <https://towson-accommodate.symphonicity.com/students>) then select **'Student.'**



2. You will then choose **'Accommodations'** in the left navigation menu, and then select **'Semester Request.'**



3. Choose the **'Add New'** button, shown below, and your approved accommodations will show up at the top.

The screenshot shows a web application interface for submitting accommodation requests. On the left is a navigation sidebar with categories like Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Letters, Equipment, Documents, Alternative Text Format Request, Appointment with Specialist, Resources, Note-Taker Network, Transcription Files, Surveys, Testing Center Requests, Calendar, and Profile. The main content area has tabs for Accessibility Request, Supplemental, Semester Request (selected), Letters, Equipment, and Documents. A blue banner at the top says: "If you are submitting a semester request, please click 'Add New' below." Below this is an "Apply Search" button. A red circle highlights the "Add New" button, which is next to the text "1-20 of 22 results". To the right of the "Add New" button are sorting options: "Sort By: Date Needed" and "Showing 20". The main content area displays two approved requests:

- 1.5x Time** **APPROVED**  
Housing 2024-2025  
Started on August 01, 2024  
Ends on May 23, 2025  
Created on February 05, 2024, 3:25 pm
- Alternative format textbooks** **APPROVED**  
Housing 2024-2025  
Started on August 01, 2024  
Ends on May 23, 2025  
Created on February 05, 2024, 3:25 pm

4. Next, choose the **semester** for which the request is being submitted. Your courses will populate on the right side. Your approved accommodations will also be visible in the blue help box.

Return to Accommodation | Return to list (Semester Request)

## Accommodation

Accessibility Request   Supplemental   **Semester Request**   Letters   Equipment   Documents

**Information:** You have been approved for:

- Classroom/Services/Use of a transcriber
- Classroom/Services/Use of a transcriber
- Classroom/Format/Alternative format textbooks
- Classroom/Services/Access to PowerPoints
- Classroom/Services/Use of a transcriber
- Classroom/Services/Note-Taking Assistance
- Testing/Time/1.5x Time

Semester




5. From here you have two choices:

- a. **'Review the renewal'** This option is **REQUIRED** for students with note taking assistance, interpreting, and/or transcriptions services and allows you to select which courses you are requesting specific accommodations. All students may use this to specify in which courses they are requesting accommodations.
- b. **'Submit for all Accommodations'** When you choose this option, you are requesting all of your accommodations for all of your courses and this will finalize your request

Accessibility Request Supplemental Semester Request Letters Equipment Documents

**i** You have been approved for:  
Classroom/Services/Use of a transcriber  
Classroom/Services/Use of a transcriber  
Classroom/Format/Alternative format textbooks  
Classroom/Services/Access to PowerPoints  
Classroom/Services/Use of a transcriber  
Classroom/Services/Note-Taking Assistance  
Testing/Time/1.5x Time

Semester  
Summer 2024

**Submit For All Accommodations**   
Review The Renewal 

Friends 465  
Friends 465  
Starts May 22, 2024  
Ends June 26, 2024

- Once you have submitted the request, your ADS Specialist will be notified, and a letter of accommodation will be sent to you within the next business day.