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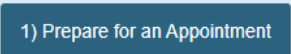
1. **Log In** - Log in from the Disability Services home page using your Single-Sign On and clicking on 'log in' under the Returning Student Section

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.

Applying for Accommodations

1. Review helpful information on the appointment process, documentation guidelines and more.

[1) Prepare for an Appointment]

2. Complete an application and submit your documentation. Upon review, we will contact you to schedule your remote appointment.

Requesting Your Accommodations

1. Preview directions: visual guide (pdf) or video tutorial (OSU).

After reviewing the steps below, you may log in:

[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**

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

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

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

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.

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

5. **<u>Submit your requests</u>**- Click 'update request' when you have completed your selections. Your screen should read 'system update is successful. System has successfully processed your request.'

OVERVIEW

SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.