

Notifying your instructors about your accommodation eligibility

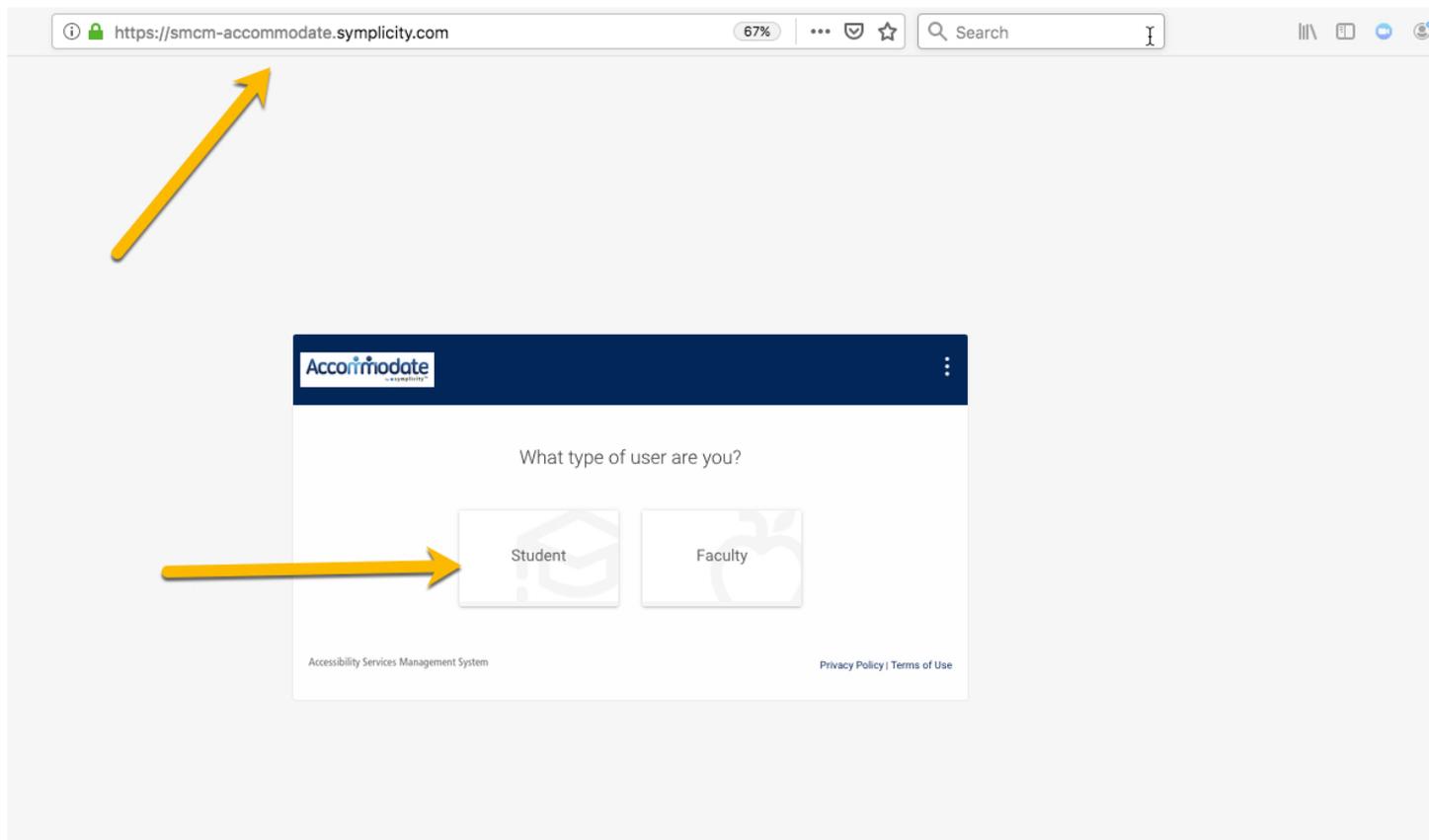
SMCM Office of Accessibility Services
August 2019

If, after reviewing this process, you think it creates a barrier for you, please contact OAS so we can explore other ways to share your accommodation needs with your instructors.

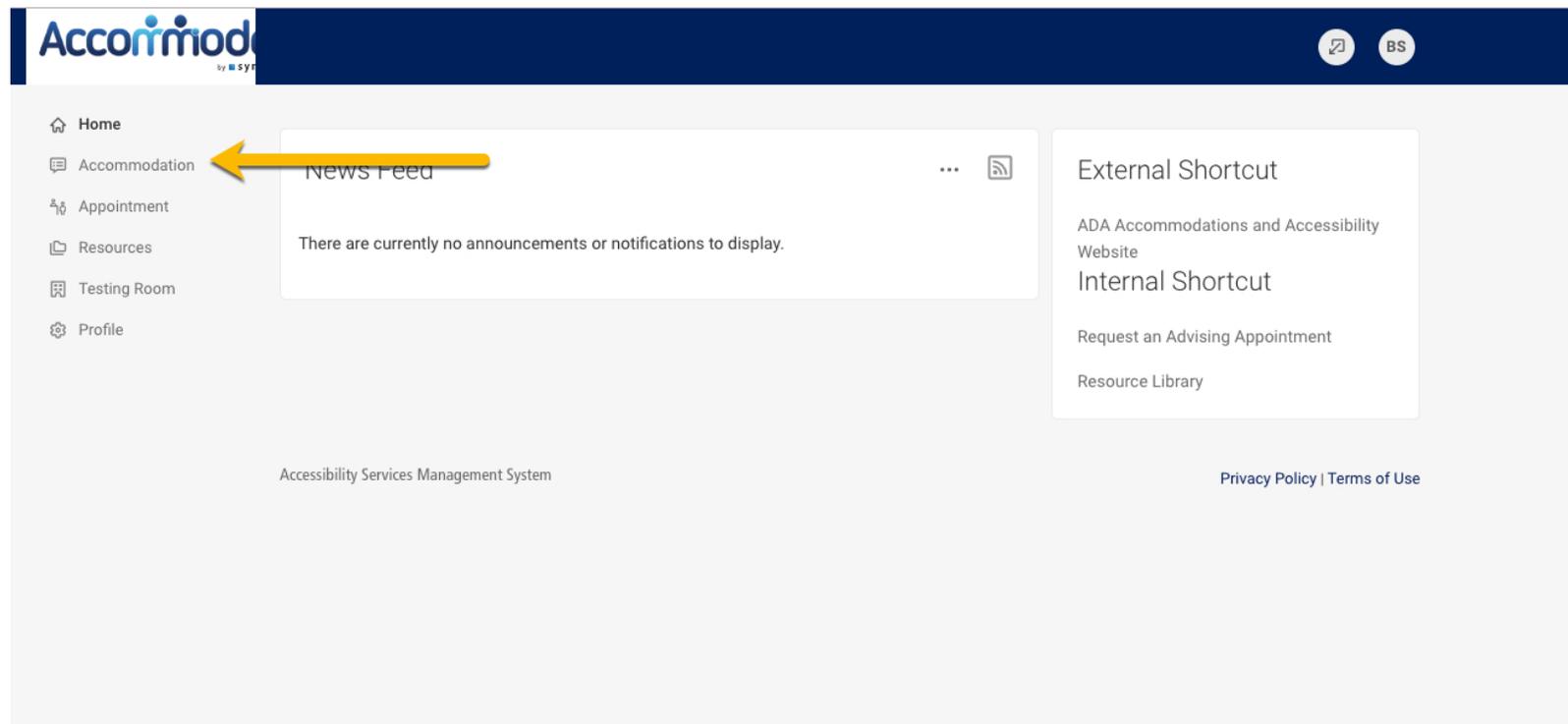
Overview of Notification Process

1. Figure out which instructors need to know about your accommodations.
2. Access your instructor notification letter in Accommodate
3. Share letter with your instructor
4. Meet with your instructor about your accommodations; they “sign-off” on meeting with you

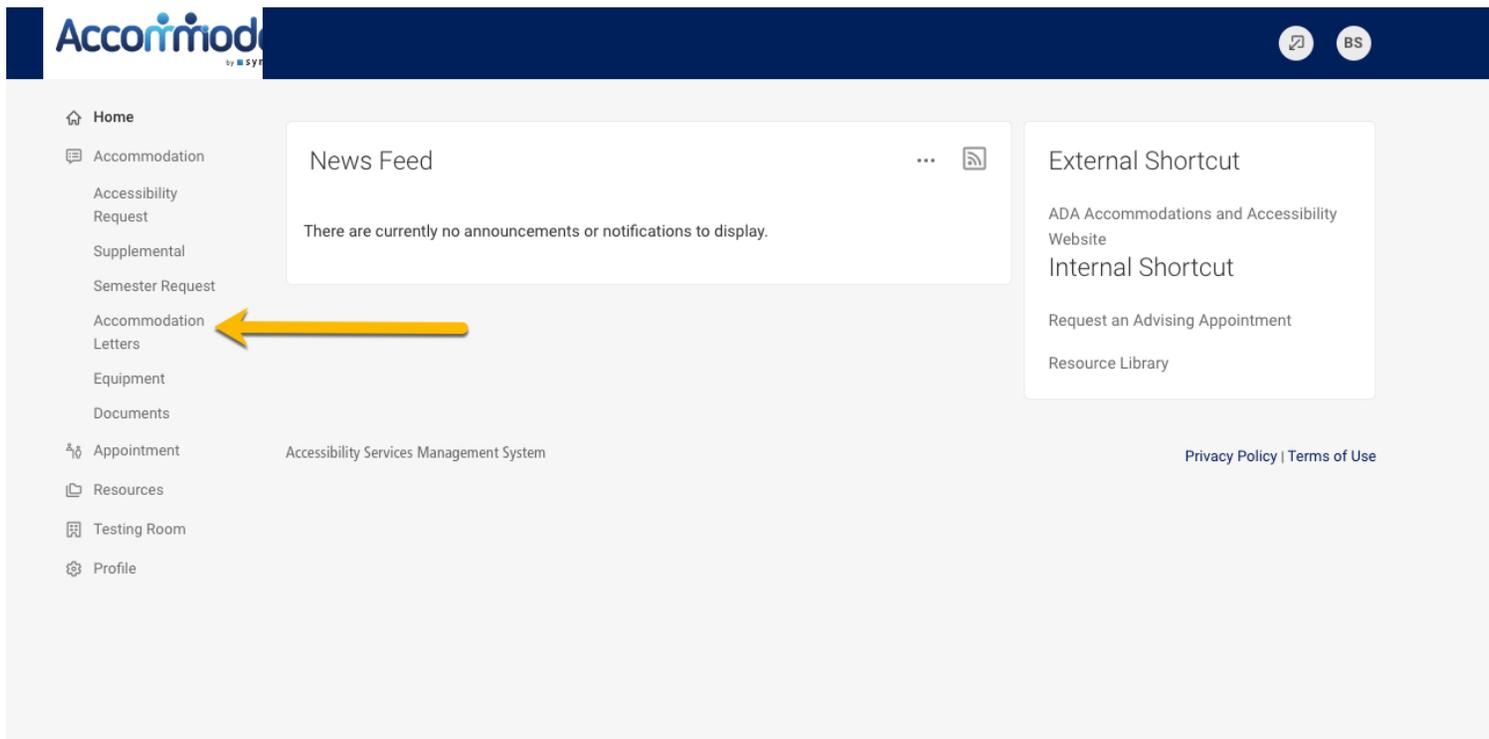
The login page for the Accommodate Portal is: smcm-accommodate.symplicity.com. Click on the Student button. Login with your SMCM credentials.



Step 1: Single click on the word Accommodation in the left sidebar.



Step 2: Single click on the phrase Accommodation Letters from within the Accommodation tab.



Step 3: Familiarize yourself with the letters in your file. The most recent letters are at the top. You are looking for the Faculty/Adviser Official Letter of Accommodation for the current semester. Single click on that phrase.

The screenshot shows the 'Accommodation' section of the Accessibility Services Management System. The left sidebar contains navigation options: Home, Accommodation (with sub-items: Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Resources, Testing Room, and Profile. The main content area is titled 'Accommodation' and has a breadcrumb 'Return to Accommodation | Return to list (Accommodation)'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', 'Equipment', and 'Documents'. The 'Letters' tab is active, showing '2 Results'. A sorting menu indicates 'SORT BY: Created' and 'Showing 20'. Two letter entries are listed:

Letter Title	Author	Created On	Notes
SMCM Accessibility Letter	Bob Sagget, kearentt@smcm.edu, mtpietryka@smcm.edu	Created on July 31, 2019, 4:18 pm	This letter is your official notice of approved accommodations from our office. This is NOT the letter to send to instructors, as it contains information that is more relevant to you than to them.
Faculty/Adviser Official Letter of Accommodation	Bob Sagget, kearnett@smcm.edu, mtpietryka@smcm.edu	Created on August 01, 2019, 10:04 am	This is the letter you will share with your instructors and your adviser.

At the bottom of the page, it says 'Accessibility Services Management System' on the left and 'Privacy Policy | Terms of Use' on the right.

Step 4: Decide how you want to share your letter with your instructors. You can print out a hard copy to personally give to them, or use a digital PDF to notify over email. Click the option you prefer.

Return to Accommodation | Return to list (Letters)

Accessibility Letter sent at 2019-08-01 10:04:43

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

Print Letter Generate PDF Cancel

Send Notification

Topic
Accommodation

Subject
Faculty/Adviser Official Letter of Accommodation

CC Address
kearnett@smcm.edu, mtpietryka@smcm.edu

HTML Body

ST MARY'S
COLLEGE of MARYLAND

OFFICE OF ACCESSIBILITY SERVICES
47043 College Drive
St. Mary's City, MD 20686

www.smcm.edu
TEL: 210-895-4388
FAX: 210-895-2234

Step 5: Give your instructor your letter

- If you opt to send an email, see the next slide for a template message to use when you send the PDF attachment of your message.
- If you'd rather give them a hard copy in person, you can adjust the message in the next slide to arrange a meeting.
 - If at all possible, avoid sliding the letter under their office door or leaving it in their mailbox. Being able to confirm they've received your letter is important!

Email to send when notifying instructors of your accommodation eligibility

Dear Professor,

Attached to this message is my official eligibility notice for academic accommodations; based on the requirements of your course, I will need these accommodations to access the course experience.

I would like to meet with you on _____ to make sure we are in agreement about how I can best access these accommodations in your course. If that time is not convenient, please let me know.

Thank you,

Your name

Step 6: Meet with your instructor

- Regardless of how you share your letter with your instructor, you **NEED** to discuss your accommodations at some point.
- The goal of the discussion is to address how the accommodation is “managed” in the class. You don’t need to tell them why you need accommodations, but you can tell them why/how the accommodations work.

If you have questions about any of this process, please visit our office (Glendening 230), call (240-895-4388), or email adasupport@smcm.edu