Notifying your instructors about your accommodation eligibility

SMCM Office of Accessibility Services
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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.
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.
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