



Dear DRC Student,

**\*Please see updated directions below. If you have already submitted a semester request for Fall 2024, you do not need to do so again unless there have been changes to your schedule\***

A few weeks ago, we sent you an email regarding some upcoming changes to the Disability Resource Center, including introductions of our new Case Managers. Please double check your email for this important information.

In that email we explained there is a new process to renewing your academic accommodations **each semester** versus each academic year. Beginning this upcoming Fall 2024 semester, we will move to an online case management software, called Accommodate.

Below are the steps you will need to follow, beginning on July 1<sup>st</sup> through August 1<sup>st</sup> to renew your LOA (academic accommodations only) for Fall 2024 – if you do **NOT** have any changes to your current LOA. This priority timeline is to ensure your accommodations are in place prior to the Fall 2024 semester start. Students who renew after this timeline may see a delay in their LOA completion.

NOTE: This current process is for students who **previously had a Letter of Accommodation (LOA) through the EMU DRC office** and need to renew their academic accommodations.

Students who have met with a Case Manager for their first LOA for Fall 2024 do not need to complete the renewal process for this semester unless they add a class or change class sections after their LOA has been completed for this semester.

1. Click the following website link or copy and paste this link into your web browser:  
<https://shibboleth-emich-accommodate.symlicity.com/sso/>
2. Using your EMU login, please log-in to Accommodate via Single Sign On (i.e. DUO). If you have difficulty logging in, please stop and email [DRC@emich.edu](mailto:DRC@emich.edu) directly your availability to speak with a Case Manager to review the concern or error message.



# EASTERN MICHIGAN UNIVERSITY

DISABILITY RESOURCE CENTER



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Please sign in with your NetID username and password

  

Sign in

Equipment

Documents

3. Once logged in, click **Accommodation**.



4. Then click **Semester Request**.



5. Once on the Semester Request Screen, select the **Add New** button.



Accommodation

Accessibility Request Semester Request Letters Equipment Documents

Semester

Apply Search **#5**

Add New

6. At this point, you will see the currently approved accommodations based on your most recent LOA.

Accessibility Request Semester Request Letters Equipment Documents

You have been approved for:

- Equipment & Technology Accommodations provided by the DRC/ CATE Lab/Glean Notetaking Software
- Class & Assignment Accommodations/Opportunity to take short breaks
- Class & Assignment Accommodations/Group Formation Assistance
- Class & Assignment Accommodations/Glean Notetaking Software
- Testing Accommodations/Double time for quizzes, tests & exams
- Testing Accommodations/Reduced distraction environment
- Housing & Dining Accommodations/Single room in a suite
- Class & Assignment Accommodations/Provide Visual Digital Materials
- Housing & Dining Accommodations/Air conditioning
- Class & Assignment Accommodations/Priority Registration
- Class & Assignment Accommodations/Use of computer in class
- Class & Assignment Accommodations/Relaxed tardy policy
- Class & Assignment Accommodations/Extended time on assignments - 1 Additional Day
- Class & Assignment Accommodations/Written Syllabus Changes
- Class & Assignment Accommodations/Grammarly: Writing assistant
- Class & Assignment Accommodations/Preferential seating
- Class & Assignment Accommodations/In-class Writing Extension
- Class & Assignment Accommodations/Personal device for note taking
- Equipment & Technology Accommodations provided by the DRC/ CATE Lab/Grammarly: Writing assistant

7. Select the **desired semester** and click **Submit for All Accommodations**.

Semester

Fall 2024

Submit For All Accommodations

8. Once submitted, you will see a statement explaining your request is complete.

Return to Accommodation | Return to list (Accommodation)

Accommodation

Accessibility Request Semester Request Letters Equipment Documents

Semester Request for all accommodations with all courses is completed.



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DISABILITY RESOURCE CENTER

**\*Tip #1:** We cannot complete your LOA's until instructors are assigned to your classes.

**\*Tip #2:** If you add a class or change sections once your LOA has been completed, please submit a new semester request so a LOA can be sent for that class.