

Accommodate Guide for Faculty

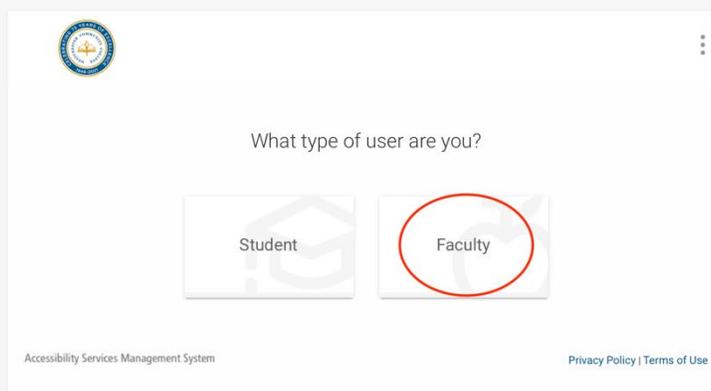
Accommodate, our new recordkeeping and communication platform, will enable faculty and staff with a more accessible and efficient tool to assist in providing students their ADA mandated accommodations. Faculty and staff will be required to sign off on accommodation letters as well as approve exam requests and submit exams through accommodate.

Accessing Student Accommodation Letters

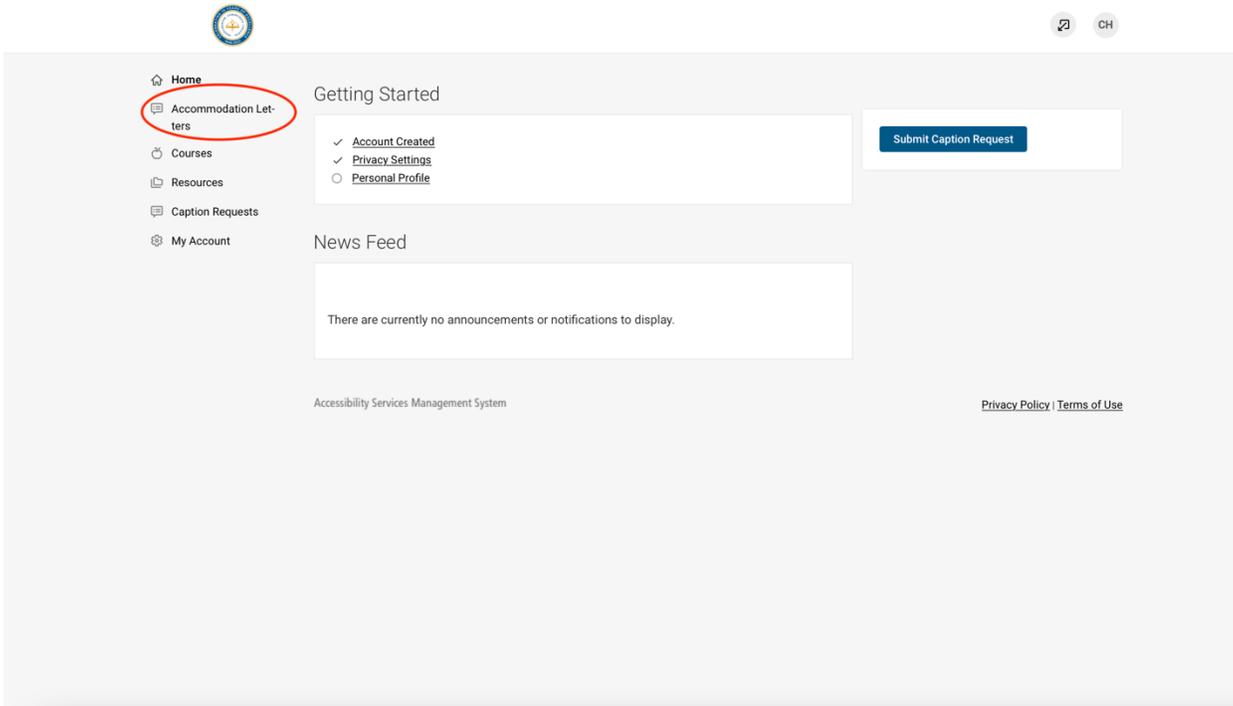
Accommodation Letters outline the necessary accommodations that the student is eligible for throughout the semester. Signing a student's Accommodation Letter lets both the student and the Disability Services Office (DSO) know that you have been made aware of their accommodations. **PLEASE NOTE**, in the past, the DSO has sent the faculty a single student Accommodation Letter listing all students registered with our office; in Accommodate, you will receive **ONE** email **PER** student from Sunywcc-accommodate@simplicity.com. Once you sign into Accommodate, you will be able to see a list of your students. Please read below for instructions of how to sign in.

Please use your WCC login credentials to access [Accommodate](#) and to get acquainted with the system. See below for detailed instructions.

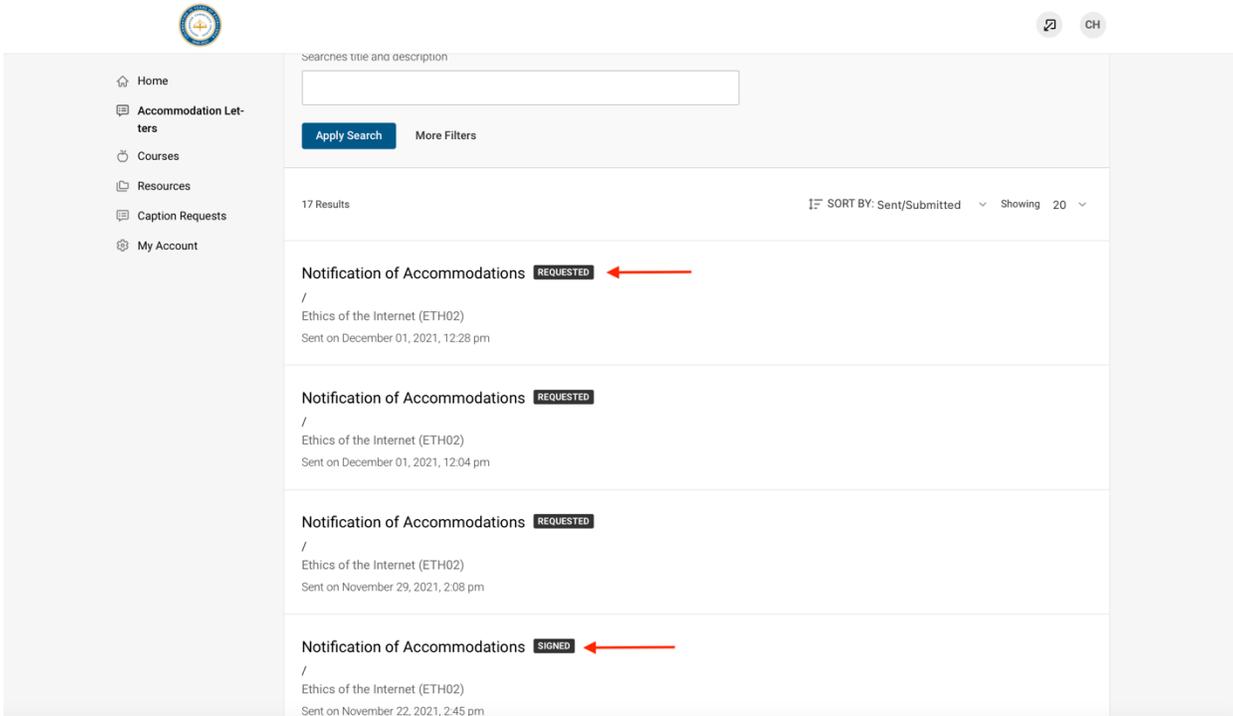
1. Log in to [Accommodate](#) using your WCC email and password



On the left, select **Accommodation Letters**



2. Scroll down to view all Accommodation Letters that have been shared with you. Those that have not yet been signed will have **Requested** in a black box next to the title. Those that have been signed will have **Signed** in a black box next to the title.



3. Select a *Requested* plan shared with you

1. Read the students plan and at the bottom of the page indicate to the student and DSO that you have seen the plan by electronically signing the document

(914) 606-7893 (tax)

Westchester Community College provides accessible, high quality and affordable education to meet the needs of our diverse community. We are committed to student success, academic excellence, workforce development, economic development and lifelong learning.

Sent/Submitted
December 01, 2021, 12:28 pm

Recipient Signature

Please electronically sign below.

Your Signature *

Save Print Letter Generate PDF Cancel

Dear Professor ,

The following student is registered for your course. Bryce Mauney has documentation on file in the Disability Services Office (DSO) and is entitled to these approved accommodations:

Exam Accommodations/Extended time for exams/1.5x extended time/separate location

This student is entitled to extended time on exams. If the student requests extended time and the professor is unable to provide the accommodation, the DSO can proctor remotely for online classes or at the DSO for in-person classes. Additionally, upon request, the student is entitled to a distraction-reduced location for the entire testing period. For more information regarding this accommodation please visit <http://solutions.unl.edu/wiki/ACCEXTENDEDTIME150>

Fall 2021 (test)
Ethics of the Internet (ETH02)
Media Relations (MR01)

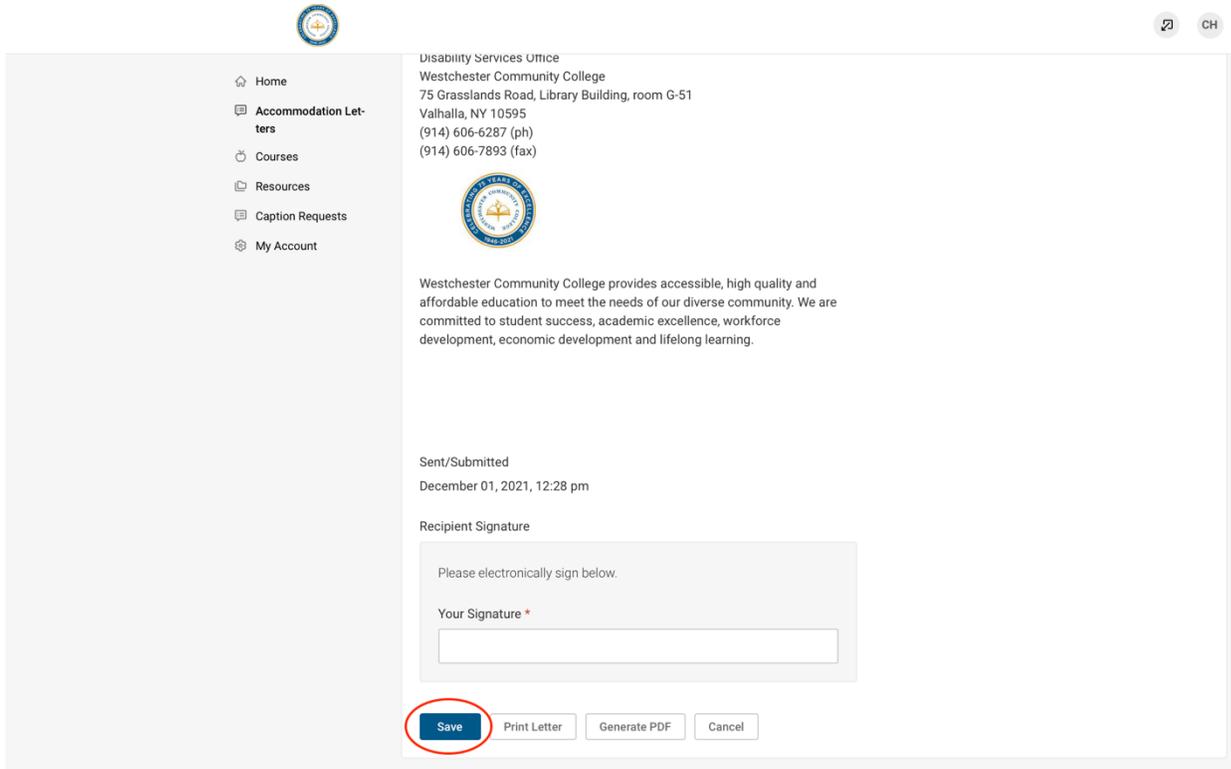
* Students registered with the Disability Services Office are entitled to audio record lectures as their disability may include physical limitations and/or issues related to maintaining attention, focus, and concentration. Upon signing up for accommodations, students must sign an audio-recording agreement which states that the audio recording will be used only for personal use and will not be shared or posted online.

For your reference, attached please find the Honesty in Testing Policy for Students with Disabilities that has been given to all students registered with the DSO. These documents can also be found in the Document Library under the Resource tab in Accommodate.

The DSO asks that if you wish to address accommodations with a student you kindly do so privately. If you have any questions or concerns, please contact the DSO at disability.services@sunywcc.edu. As always thank you for assisting our students.

Best regards,
Disability Services Office
Westchester Community College
75 Grasslands Road, Library Building, room G-51

2. Select **Save**



Disability Services Office
Westchester Community College
75 Grasslands Road, Library Building, room G-51
Valhalla, NY 10595
(914) 606-6287 (ph)
(914) 606-7893 (fax)



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4. It is up to the student if they want to schedule a time to meet with you individually (during office hours, virtually, or however you will conduct meetings) to discuss specifically how they plan to use their accommodations in your class.