Accommodate Guide for Students

Accommodate, our new recordkeeping and communication platform, will provide students with a more accessible and efficient tool to view approved accommodations, request semester accommodations letters and schedule exams. Please CLICK HERE to login with your WCC email and password to access Accommodate and to get acquainted with the system.

If you are unable to login this means you must fill out the DSO Intake Form.

Scheduling an Exam in Accommodate

If you are trying to make an appointment less than 3 business days before your test, you need to contact the Disability Services Office (DSO) directly to schedule your appointment (disability.services@sunywcc.edu; 914-606-6287). Accommodate will not show available spaces if you are attempting to schedule an appointment less than 72 hours before your test.

1. Log in to Accommodate using your MyWCC email and password.
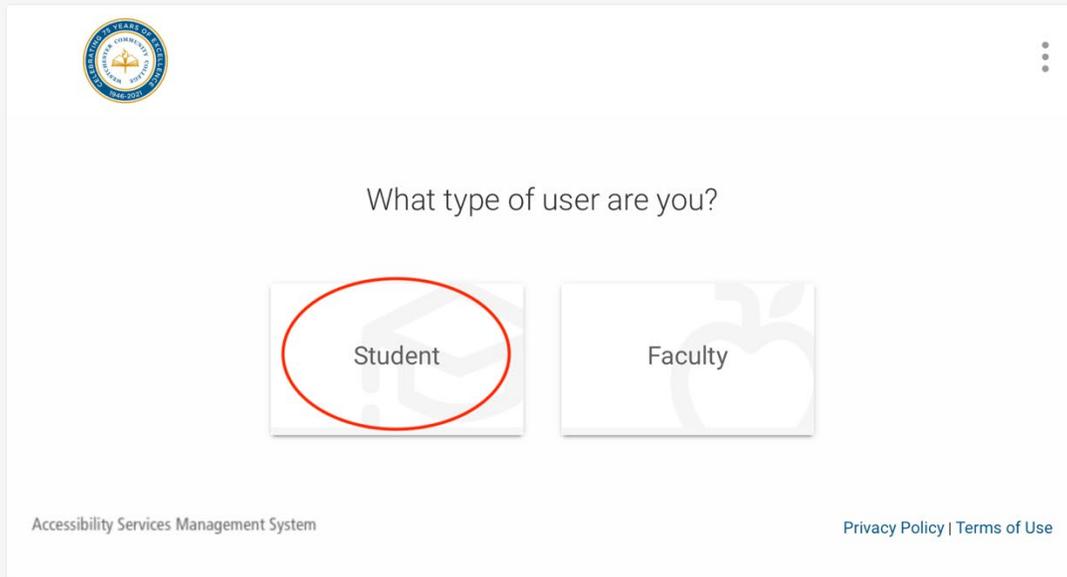
2. Select **Testing Room** tab in the sidebar. If this tab is not visible, this could mean that you need to renew your accommodations for the current semester. Otherwise contact the Disability Services Office (DSO) for assistance

3. Select **New Booking Request**, located toward the bottom of the screen

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ⓘ **Please note: students should only use this form if they are not able to coordinate testing accommodations directly with their faculty.**

This form is to be used by students who are requesting accommodations for an upcoming exam AND have completed the Semester Request Form. The request will be entered in the DSO testing calendar. Your professor will be notified and asked to submit the exam and testing arrangements.

Note: If you do not need the whole class length for your quiz/exam, please use the Exam Length filter below when scheduling.

Reminder: Students must schedule exams 3 days in advance. Please contact disability.services@sunywcc.edu if you need assistance.

Pending Booking Requests

No records found.

Approved Booking Requests

No records found.

New Booking Request

4. Select the course you have your exam in from the **Course** dropdown menu. The page will then reload.

Alternative Testing Rooms

> ⓘ **Please note: students should only use this form if they are not able to coordinate testing accommodations directly with their faculty.**
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Course

✓

Ethics of the Internet (ETH02)

Media Relations (MR01)

←

Start by choosing a
single search filter

5. Begin by selecting the date your exam will take place. You can do this by modifying the **Date Range**. Then specify what time you need to take your exam by modifying the **Time Range**

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Course

Ethics of the Internet (ETH02)

Date Range

2021-12-20   Select   to   2021-12-23

Select

Time Range

08   00   am   Clear

to

04   00   pm   Clear

Exam Length
If you do not need the whole class length for your quiz/exam, please select YES and enter the length of time.

○ Yes   ○ no

Start by choosing a single search filter

6. For **Building**, choose **Library Building** from the dropdown menu

Note: If you do not need the whole class length for your quiz/exam, please use the Exam Length filter below when scheduling.

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Building

✓

Library Building

Specific Accommodation Required

1.5x extended time/separate location ✕   Add...

Room(s)

| + | - |

☐ Library

0 of 1 selected

Days of the Week

☐ Sun
☐ Mon
☐ Tue
☐ Wed
☐ Thu
☐ Fri
☐ Sat

Start by choosing a single search filter

Check Availability   Back To My Booked Rooms

7. Select your approved accommodation(s) you intend to use for this exam using the "Add" button

Note: If you do not need the whole class length for your quiz/exam, please use the Exam Length filter below when scheduling.

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Building

Specific Accommodation Required

1.5x extended time/separate location ✕   Add...

Room(s)

+   -

☐ Library

0 of 1 selected

Days of the Week
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☐ Sat

Start by choosing a
single search filter

Check Availability   Back To My Booked Rooms

8. Then specify the **Day of the Week** you need to take the exam and select the **Check Availability** button

Note: If you do not need the whole class length for your quiz/exam, please use the Exam Length filter below when scheduling.

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Building

Specific Accommodation Required

1.5x extended time/separate location ✕   Add...

Room(s)

+ -

☐ Library

0 of 1 selected

Days of the Week
☐ Sun
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Check Availability   Back To My Booked Rooms

Start by choosing a single search filter

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9. The page will reload, and you can then select the appropriate time slot from the list of slots that appear on the right-side of the page

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Library Building

Specific Accommodation Required

1.5x extended time/separate location ✕   Add...

Room(s)

+   -

☑ Library

1 of 1 selected

Days of the Week

☐ Sun

☑ Mon

☐ Tue

☐ Wed

☐ Thu

☐ Fri

☐ Sat

⌄ **Thursday, Dec 23, 2021**

Library   1:45 pm
(10 of 10 slots available)

Library   1:55 pm
(10 of 10 slots available)

Library   2:00 pm
(10 of 10 slots available)

Library   2:05 pm
(10 of 10 slots available)

Check Availability   Back To My Booked Rooms

10. A popup window will appear. Select "Yes" or "No" to indicate if the date you are selecting to take the test is the same day the class is taking it.

- **Please note:** Students are expected to take a test/quiz at the same time and date as the class. Alternate test dates and times can be requested but must be approved by your professor. Possible reasons a student may need to take their test/quiz at a different time than the class may include having back-to-back classes or having an evening or weekend course that occurs when the DSO is closed.

Note: If you do not need the whole class length for your quiz/exam, please use the Exam Length filter below when scheduling.

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Days of the

☐ Sun
☑ Mon
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☐ Fri
☐ Sat

[Check Availability] [Back To My Booked Rooms]

, 2021

1:45 pm

1:55 pm

2:00 pm

2:05 pm

Confirm Exam Booking ✕

Testing Date *
Note, you may request an alternate testing date/time ONLY if you or your professor have a scheduling conflict. Be sure to discuss the date/time with your professor.
December 23, 2021

Testing Time *
1:45 pm

Is this the same day the class is taking the test? *
○ Yes   ○ no

Length *
Completing this field will cause the page to reload. All fields will retain their values.
113

End Time
3:38 pm

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.
☑ 1.5x extended time/separate location

11. **Select your approved accommodation(s) you intend to use for this exam**

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Days of the

☐ Sun
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☐ Sat

, 2021

1:45 pm

1:55 pm

2:00 pm

2:05 pm

Confirm Exam Booking   ✕

3:38 pm

Accommodations Needed
Uncheck the accommodations that you do not plan to use for this test room booking.
☑ 1.5x extended time/separate location
☑ Use of Computer

Unavailable Accommodations
Any available accommodation is allowed in this room.

Testing Reminders
• Your Testing Accommodations Online Request is NOT final until it is approved by your professor.
• You **must** arrive at the designated time of your scheduled exam. Time will be deducted from the testing time for lateness.
• If the test needs to be rescheduled for any reason, **the professor must give the Disability Services Office written approval.**
• If you need to **cancel**, please let us know ahead of time.

Submit Request

Check Availability   Back To My Booked Rooms

12. Click '**Submit Request**' to finish submitting your exam booking request. You will then see your request listed underneath '**Pending Booking Requests**'. When the request is approved, you will see it listed underneath '**Approved Booking Requests**'

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Pending Booking Requests

1 Results

L	**Library**	⋮
	Ethics of the Internet	
	December 23, 2021 1:45 pm	
	Library Building 75 Grasslands Road Valhalla, NY 1059...	
	1.5x extended time/separate location, Use of Computer	

New Booking Request

Approved Booking Requests

No records found.