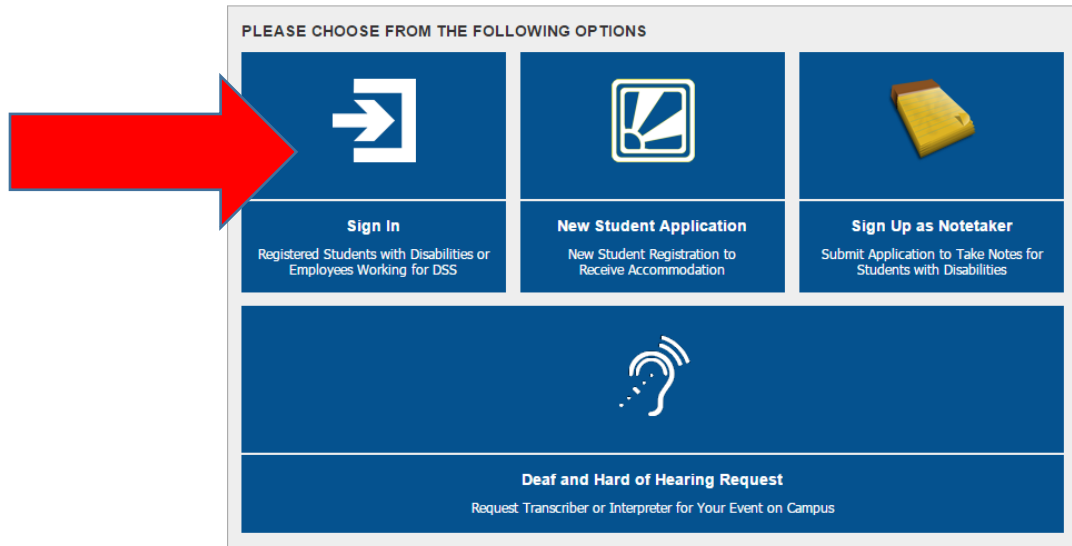
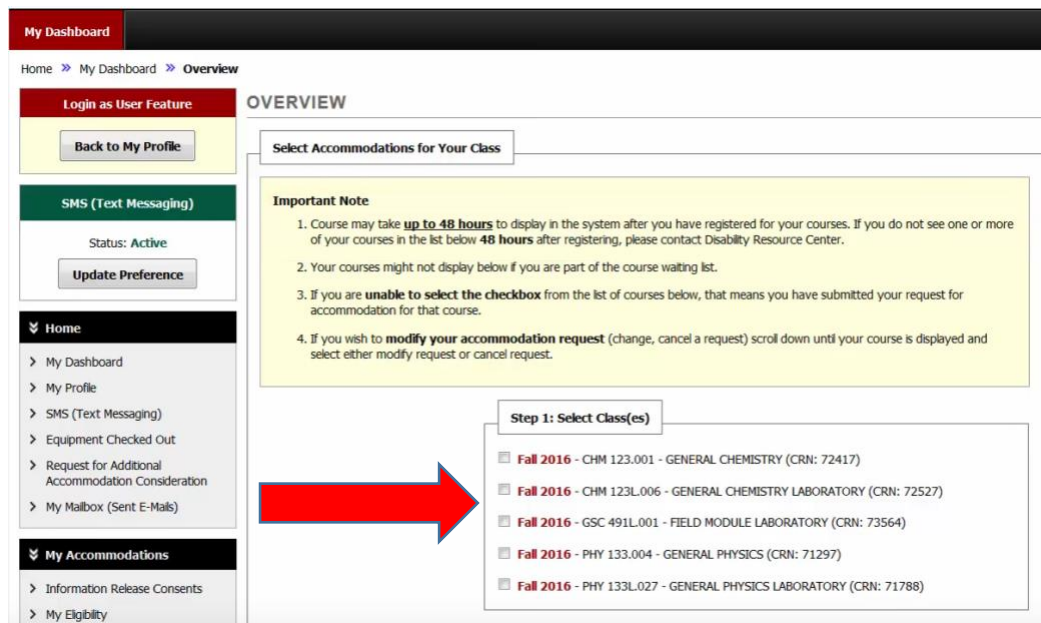


# Requesting Accommodations/ Sending out Faculty Notification Letters

1. Login to the DSS Student Portal with your UAB username and password.



2. From your dashboard find the 'Select Accommodations for Your Class' section. Under 'Step 1' you will find a list of classes you have registered for. Select the classes you wish to receive accommodations for.



### 3. Select 'Step 2: Continue to Customize Your Accommodations'

**SMS (Text Messaging)**  
Status: Active  
Update Preference

**Home**

- > My Dashboard
- > My Profile
- > SMS (Text Messaging)
- > Equipment Checked Out
- > Request for Additional Accommodation Consideration
- > My Mailbox (Sent E-Mails)

**My Accommodations**

- > Information Release Consents
- > My Eligibility
- > List Accommodations
- > Alternative Testing
- > Notetaking Services
- > My E-Form Agreements

**Important Note**

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Disability Resource Center.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

**Step 1: Select Class(es)**

- Fall 2016 - CH - GENERAL CHEMISTRY (CRN: 72417)
- Fall 2016 - CH - GENERAL CHEMISTRY LABORATORY (CRN: 72527)
- Fall 2016 - GS - FIELD MODULE LABORATORY (CRN: 73564)
- Fall 2016 - PH - GENERAL PHYSICS (CRN: 71297)
- Fall 2016 - PH - GENERAL PHYSICS LABORATORY (CRN: 71788)

**PLEASE NOTE:** By requesting accommodations, you are consenting to the release of your name to your Instructor by DRC. If you have any questions or concerns, please contact our office.

**Step 2 - Continue to Customize Your Accommodations**

### 4. On this page you will choose the accommodations you want to use in each class. When you are finished choosing your accommodations, select the 'Submit Your Accommodation Request' button.

**GSC 491L.001 - Field Module Laboratory (CRN: 73564)**

Instructor(s): **Stephen Osborn**

Days and Time(s): **U at 08:00 AM - 10:50 AM, U at 01:00 PM - 03:50 PM**


Date Range(s): **09/22/2016 - 12/09/2016**

Location(s): **4 A-634 (Campus: CPP)**

Select the check box if you have entered a **WRONG CRN** you will not be required to specify your accommodation for this class.

**Select Accommodation(s) for GSC 491L.001**

Livescribe Pen       Notetaking Services       Test Accommodations

 **Submit Your Accommodation Requests**      **Back to Overview**

5. Once you have made your request, DSS emails the Faculty Notification Letter to your instructor. A copy of the letter will be located in your 'Mailbox' on the database.

**Notification of Academic Accommodations** --- Monday, October 31, 2016  
AIM 101.001 - TESTING OUT AIM (CRN: 12345) --- Fall 2016  
Instructor: Jessica Wright

**TO FACULTY:**

- This document serves as your official notice of the academic accommodations to reduce access barriers to your course for [REDACTED]. **SID: [REDACTED]**, [REDACTED] who has also received a copy of this email.
- It is your responsibility to facilitate and ensure the listed accommodations are implemented. Please seek guidance from DSS for assistance.
- The student has been reminded that he/she is responsible for contacting you to discuss implementation of the accommodations.
- Please respect the student's right to confidentiality, and communicate with him/her about accommodations in a private manner (e.g., via email, appointment, etc.). It is the student's decision whether or not to share specifics about his/her disability.

Below is a list of reasonable and appropriate accommodations for this student to utilize.

**Academic Accommodations:**

**PLEASE COMPLETE: Alternative Testing Contract**

Student is eligible for Alternative Testing services, please fill out alternative testing contract for the student by using the following link:  
<https://teton.accessiblelearning.com/UAB/ContractInstructor.aspx?ID=353&CID=77018&Key=d3Cgthsm>. If you have filled a similar alternative testing contract for another student in the same class, please do not hesitate to contact us or send us an email to copy the alternative testing contract for the other students.

1. **Alternative Testing**
  - o *No Scantrons*
  - o *Reduced Distraction Testing Environment*
2. **Classroom Access**
  - o *Permission to use audio recorder*
3. **Peer Notetaking**
  - o *Peer Notetaker*  
Student may request a peer notetaker for assistance in taking notes. Please