

Notifying Instructors of Accommodations

1. Sign on to ARP (link is on the front page of CSD, use “For Current Students...”)
2. Scroll down until you see your classes (it will be below your “To Do” list, in a section titled “Select Accommodations for Your Class”)

Select Accommodations for Your Class

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 Center for Students with Disabilities.
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)

- [Requested] Fall 2017** - FRENCH 141.01 - BEGINNING FRENCH (CRN: FRENCH14101)
- [Requested] Fall 2017** - GEOGRPY 120.01 - INTRO WEATHER & CLIMATE (CRN: GEOGRPY12001)

- a. Alternatively, you can click on “List Accommodations” on the left side



3. Select any classes for which you would like accommodations
4. Click “Step 2 – Continue to Customize Your Accommodations”

Step 2 - Continue to Customize Your Accommodations

5. Your classes will be listed by their course code (e.g., “COMM 110”, “MATH 141”), and will also have information about the course below the course name

COMM 422.01 - Communication Theories (CRN: COMM42201)

Instructor(s): **Sheryl Welch**
Days and Time(s): **MW at 03:30 PM - 04:45 PM**
Date Range(s): **09/06/2017 - 12/22/2017**
Location(s): **0009 0314 (Campus: UWWTW)**

Select the check box if you have entered a **WRONG CRN**. You will not

Select Accommodation(s) for COMM 422.01

- Alternative Format - Text-to-Speech Alternative Testing
 In Class Aide Notetaking Services

6. Select the accommodations you want for each course
7. Review and check off the “I understand...” statement for EACH COURSE

- I understand that by completing this Accommodation Request I am notifying the Center for Students with Disabilities to send an accommodation request to my instructors for ITSCM 310.01 - ENTERPRISE SYSTEMS, for those specific accommodations which I have checked off above.** I understand that my request cannot be sent to my instructor(s) without the approval of my Disability Services Coordinator or another designated staff member of CSD. I also understand that approvals may take **3 or more business days** to process.

8. Click “Submit Your Accommodation Requests”


Submit Your Accommodation Requests

Modifying Accommodation Requests

- 1) Log on to ARP
- 2) Scroll down below your classes until you see your accommodation requests
 - a. Alternatively, click on “List Accommodations” on the left side



- 3) Click on “Modify Request” on the right side of the class for which you want to modify your accommodations

INTRAUNV 104.66 - New Student Seminar (CRN: INTRAUNV10466)		Modify Request Cancel Request
Instructor(s):	Claire Ducharme	
Days and Time(s):	M at 08:00 AM - 08:50 AM	
Date Range(s):	09/07/2016 - 12/23/2016	
Location(s):	0001 0211 (Campus: UWWTW)	
Request Status		Notification Letter
 Approved	First Entered by: Amy DiMola First Entered on: 08/31/2016 at 08:55 AM Last Updated by: Amy DiMola Last Updated on: 08/31/2016 at 09:04 AM	Status: Emailed Last Emailed: 08/31/2016 at 09:04 AM Last Printed: Not Specified Last Read by Instructor: Not Specified
List Accommodation(s) Selected for INTRAUNV 104.66		Other Information
<ul style="list-style-type: none">▪ Alternative Testing▪ Notetaking Services		<ul style="list-style-type: none">▪ View Complete Request History▪ View Faculty Notification Letter Notes

- 4) Select, or de-select, your accommodations
- 5) Click “Update Request”