

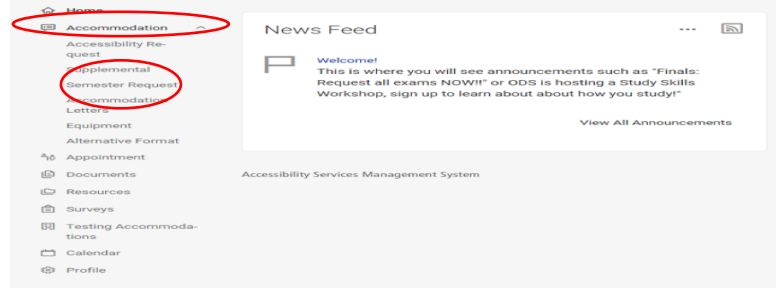


Accommodate: Semester Request Guide

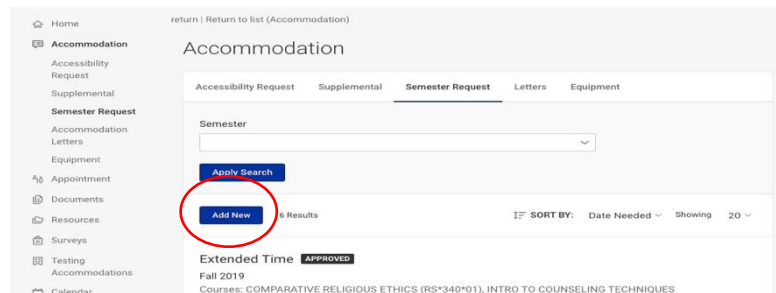
A Semester Request must be completed for each College session (Fall, January, Spring, Summer I & Summer II). Please have this submitted before the end of the previous college session.

Using your MMC credentials, log into the Accommodate student portal by visiting:
<https://shibboleth-mmm-accommodate.symphlicity.com/sso/student>

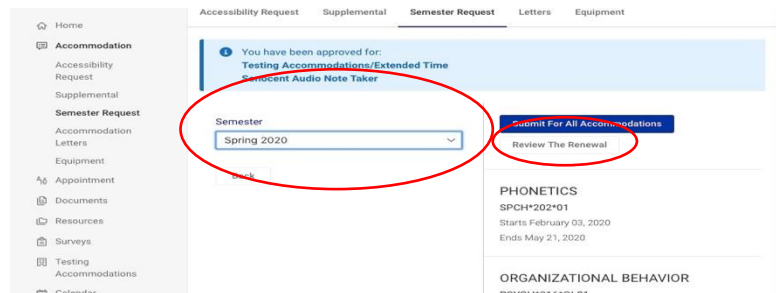
1. Once logged in, click **Accommodation** and select **Semester Request** from the list.



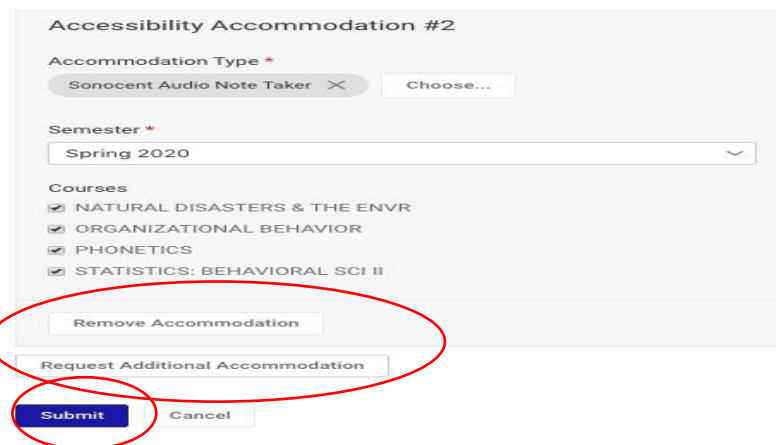
2. Once on the Semester Request page, click **Add New**.
***Documentation will remain valid, only new accommodations needs additional documentation*



3. Then select the semester from the drop down list and click **Review the Renewal**.



4. For each accommodation, **select the courses** for which the accommodation is needed. If you want a new accommodation, click **Request Additional Accommodation**. If you no longer need an accommodation, click **Remove Accommodation**.



5. When you are finished, click the **Submit** button. You will receive an email when Semester Request is approved by ODS. Accommodation Emails with eligible accommodations are distributed to professors on the first day of the Semester.

If you have any questions, please email Lindsay Green at lgreen@mmm.edu.