Transcript for “Accessing Your *Accommodate* Student Portal: A Guide for First-Time Accommodation/Modification Requests” PowerPoint Presentation

Title Slide 1: Accessing Your *Accommodate* Student Portal:

 Slide Content:

A Guide for First-Time Accommodation/Modification Requests

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 Commentary:

*This Presentation is only for students who have NEVER previously requested accommodations or testing modifications at Stetson Law.*

Hello, and congratulations on your choice to attend Stetson Law. My name is Kathryn Pelham, and I am the Associate Director of Academic Success and Bar Preparation Services. I am also the ADA Coordinator for the College of Law, and it is in that capacity that I talk to you today.

Slide 2: Today’s Talking Points

 Slide Content:

* What is *Accommodate?*
* Who might use *Accommodate* to register and request academic adjustments*?*
* How do you create your personal *Accommodate* Student Portal and submit your requests to the ADA Coordinator?

 Commentary:

Today we will cover 3 main areas:

* What is *Accommodate?*
* Who might use *Accommodate* to register and request academic adjustments*?*
* How do you create your personal *Accommodate* Student Portal and submit my requests to the ADA Coordinator?

 Slide 3: What is *Accommodate*?

 Slide Content:

* Accommodate is a cloud-based system designed by Symplicity to accept student requests for and implement various non-exam and exam accommodations and testing modifications.
	+ - Picture: Logos of Stetson law and Accommodate: Green and Grey Tower Stetson Law Logo and Blue Accommodate by Symplicity Logo

 Commentary:

Stetson Law is committed to an accessible learning environment. (Read slide content).

Slide 4: Who uses *Accommodate?*

 Slide Content:

* Students who need:
	+ **ADA Accommodations**
		- The Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008 define a person with a **disability** as a person who has a physical or mental impairment that substantially limits one or more major life activities.
	+ **Temporary Accommodations**
		- Temporary impairments or injuries that will presumably resolve within 6 months.
	+ **ESL Testing Modifications – English as Second Language for Foreign Students**
		- A testing modification for foreign students is not considered a disability accommodation under the Americans with Disabilities Act in accordance with Title III of the Americans with Disabilities Act of 1990 and ADA Amendments Act of 2008, and the Rehabilitation Act of 1973 (Section 504, as amended).  ESL testing modifications will be granted in accordance with Stetson Law's policy on [Testing Modifications for Foreign Students](http://www.stetson.edu/law/policies/home/media/special-accommodations-for-foreign-students-student-with-disabilities.pdf).

 Commentary:

My office uses *Accommodate* to process requests from students seeking academic adjustments as an ADA Accommodation, Temporary Accommodation, and/or an ESL Testing Modification. (Read slide content.)

Slide 5: Begin by Visiting Stetson Law’s Accessibility Resources Webpage

 Slide Content:

* Visit the [Stetson Law Accessibility Resources](http://www.stetson.edu/law/accessibility/index.php) webpage at <http://www.stetson.edu/law/accessibility/index.php>. (You can also find a link at the bottom of Stetson Law’s homepage in the black bar or search for the “Accessibility Resources” in the search bar.)
* In the left navigation bar, click on “[Register and Request through Accommodate Portal](http://www.stetson.edu/law/accessibility/register-request.php)”
* Picture of Accessibility Resources Webpage: Accessibility Resources landing page with a red arrow pointing to "Register and Request through Accommodate Portal" in left navigation menu. Picture of Stetson law tower and information found on the webpage.

 Commentary:

It is essential that you follow the policies and procedures established for requesting accommodations and/or modifications. Failure to follow these policies may delay implementation of any granted accommodations or testing modifications. (Read slide content.)

 Slide 6: Checklist for First-Time Registration and First-Time Accommodation and/or Modification Requests

 Slide Content:

**Step 1: Gather STETSON Information**:

* Read the “Checklist for First-Time Registration with the ADA Coordinator and First-Time Accommodation and/or Modification Requests through the Accommodate Portal.”
* Review the academic calendar for submission “deadlines” and [related policies](http://www.stetson.edu/law/policies/home/) at <http://www.stetson.edu/law/policies/home/>.
* Picture of Related Academic Policies List: Names of policies listed in picture - Class Recording Procedures for Students, Testing Modifications for Foreign Students, Registering For and Requesting Accommodations, Reasonable Accommodations and Standards for Law Study, and Students with Disabilities - Policies and Procedures

 Commentary:

(Read slide content through first bullet.) The Public Registration Form to request accommodations/modifications will ask you qualifying questions based upon the related policies. You will also need to certify that you have read and understood these related policies upon submission. (Finish reading slide content.)

Slide 7: Documentation Guidelines

 Slide Content:

**Step 2: Gather YOUR Information**

* Gather any documentation that you believe will be necessary or helpful for the ADA Coordinator to review.
* Generally, documentation must be ***current and relevant,*** contain a ***diagnostic statement*** by a ***properly credentialed evaluator***. That diagnostic statement should include ***evidence of existing impairment and current functional limitations,*** your ***expected progression or stability,*** any information regarding ***current and past accommodations,*** and ***specific recommendations and rationale*** supporting your request.
* [Documentation Guidelines](http://www.stetson.edu/law/accessibility/doc-guidelines.php) are found at <http://www.stetson.edu/law/accessibility/doc-guidelines.php>.

 Commentary:

(Read slide content). Upon submitting your request, you must acknowledge that you have read and understood the Documentation Guidelines.

Slide 8: Creating Your *Accommodate* Student Account and Submitting Your Request

 Slide Content:

**Step 3: Complete the Public Intake Form**

* Visit the [Accommodate Public Registration Page](https://law-stetson-accommodate.symplicity.com/public_accommodation/) to create your account and simultaneously submit your initial request for ADA Accommodations or ESL Testing Modifications.

\*\*Compatible Browsers: Mozilla Firefox, Internet Explorer, or Google Chrome\*\*

* URL: <https://law-stetson-accommodate.symplicity.com/public_accommodation/>
* Additional questions will populate depending upon the **type** of accommodation or modification you are requesting. \**Those seeking “Temporary Accommodations” should select the ADA Accommodation option If a separate selection is not yet available.*
* Screenshot of Accommodate Public Registration Page: Fillable form that auto-populates different questions depending upon the student's needs. Questions asked include: Demographic and contact information, Law student status and program information, Semester for which this request applies, and a red arrow pointing to radio button options of ADA Accommodations, ESL Testing Modifications, or Both.

 Commentary:

As a student requesting accommodations/modifications for the first time, completing and submitting this public registration page accomplishes two goals: 1) it creates your personal *Accommodate* Student Portal account and 2) it submits your initial request to the ADA Coordinator. (Read slide content).

Slide 9: Critical Tips

 Slide Content:

ADA and Temporary Accommodation Requests:

* Be as ***thorough and specific*** as possible about your needs and requests.
* You may upload documentation during this stage or bring it with you to the intake meeting.
* Provide at least 3 alternative meeting dates and times to meet with the ADA Coordinator.
* Once you submit your request, you should receive a confirmation screen showing your submission was successful.
* ADA Services will schedule an appointment with the ADA Coordinator.
* Don’t delay – retroactive accommodations are not granted.

ESL Testing Modification Requests

* Following the *Testing Modification for Foreign Students* policy language, you will answer questions regarding whether you:
	+ Are a native speaker of the English language;
	+ Have lived in an English-speaking country for five years or more, whether consecutive or not;
	+ Have attended an English-language high school or university for at least one academic year; or
	+ Have earned a degree with a major in the English language at a university.
* Providing an English Proficiency Test (TOEFL or IELTS) score is also helpful.
* Don’t delay – retroactive testing modifications are not granted.

 Commentary:

This slide discusses critical tips for providing your information to the ADA Coordinator when reviewing you request. (Read slide content.)

Be proactive and thorough! Accommodations and modifications are decided on a case-by-case basis because everyone’s situation is different. We will work together to determine what is the most effective and reasonable academic adjustment for your needs.

In addition, the earlier that you submit your request, the earlier the ADA Coordinator can process it and if granted, begin implementing those reasonable academic adjustments. RETROACTIVE ACCOMMODATIONS and TESTING MODIFICATIONS ARE NOT GIVEN.

 Slide 10: Accessing Your New *Accommodate* Student Portal

 Slide Content:

* Once ADA Services has received and accepted your request, you can view your initial submission at anytime, by selecting “Accommodation Request” from the green “Accommodation” tab at the top of your screen.
* Use your Stetson log-in credentials to access your *Accommodate Student Portal.*
* TIP: Bookmark this URL for quick access to your [*Accommodate* Student Portal](https://law-stetson-accommodate.symplicity.com/) at:

 <https://law-stetson-accommodate.symplicity.com/>

* + Screenshot of Accommodate Student Portal Homepage: Screenshot of the homepage a student will see when they log into their Accommodate Student Portal. Includes a green tab bar at the top, reminders, announcements, resources, etc.

 Commentary:

Welcome to your Accommodate Student Portal. This portal will help you manage all of your accessibility needs. (Read slide content.)

Slide 11: Managing Your Accommodation Requests Through Your *Accommodate* Student Portal

 Slide Content:

* You have access to your initial request, medical documentation or other supporting documentation, letters of accommodation, and other important information through this portal.
* **Each and every** semester and/or session, **students** are responsible for renewing all requests. Visit the Resource Library for instructions on how to renew your requests by using the bottom right navigation pane “SHORTCUTS.”
* Screenshot of Shortcuts Menu: List of Shortcuts to different resources including the Accessibility Resources webpage, Alt Text Order Form, Class Notes Feedback Survey, and a red arrow pointing left to the "Resource Library" link.

 Commentary:

(Read slide content.) Take some time to familiarize yourself with your student portal, how to renew semester requests and the many other resources available to you. We keep adding new information and announcements to help you manage all of your accessibility needs.

Slide 12: Additional Questions?

 Slide Content:

* If you have additional questions, you can always email ada@law.stetson.edu
* Meet the Accessibility Team!
* Headshot of Kathryn Pelham: Associate Director of Academic Success and Bar Prep; ADA Coordinator; EMAIL: kpelham@law.stetson.edu; Phone: 727-562-7869
* Headshot of Dianne Oeste: Coordinator, Academic Success & Student Employment; Email: doeste@law.stetson.edu; Phone: 727-562-7185
* Headshot of Sharon Bilsborough: Administrative Support I; Email: sbilsbor@law.stetson.edu; Phone: 727-562-7343
* Our offices are located on the first floor of the Dolly & Homer Hand Law Library.

Commentary:

(Read slide content.) The Accessibility Resources team is here to help you with any questions or concerns. Congratulations again, and welcome to Stetson Law!