

Requesting Accommodations for Your Courses

1. Select **List Accommodations** in the **Navigation Sidebar** and locate the "3 Step Process to Request Accommodations."

Home > My Dashboard > List Accommodation Requests

LIST ACCOMMODATION REQUESTS

3 Step Process to Request Accommodations

Step 1: Choose Accommodation Term
Term*: 2011 - Fall

Step 2: Enter Course Registration Numbers

Step 3 - Continue to Customize Your Accommodations

Previous Term Term: Fall 2011 Next Term

2. Under "**Step 1: Choose Accommodation Term**," select the term for which you are requesting accommodations from the drop down menu.
3. Under "**Step 2: Enter Course Registration Numbers**," enter the Course Registration Numbers (e.g.1352) for the classes for which you are requesting accommodations.

Note: You can find the course number for a class on MyGFU or at <https://webservices.georgefox.edu/class/>

When finished entering the numbers, click the button titled "**Step 3 - Continue to Customize Your Accommodations**."

4. Select your accommodations for each class. When finished, click the button titled "**Submit Your Accommodation Requests**."

Note: If the accommodation you expected is not listed under this section, please contact the DSO.

5. If you entered any non-lecture classes, such as labs, in Step 2, you will be asked to confirm your accommodation requests for these classes.
6. Check back after 1 business day to view the status of your requests.
7. Use **List Accommodations** (link on the left) to view the status of your accommodation requests. **List Accommodations** can also be used to change or cancel accommodations.