UNIVERSITY OF NOTRE DAME | STUDENT SUPPORT AND CARE

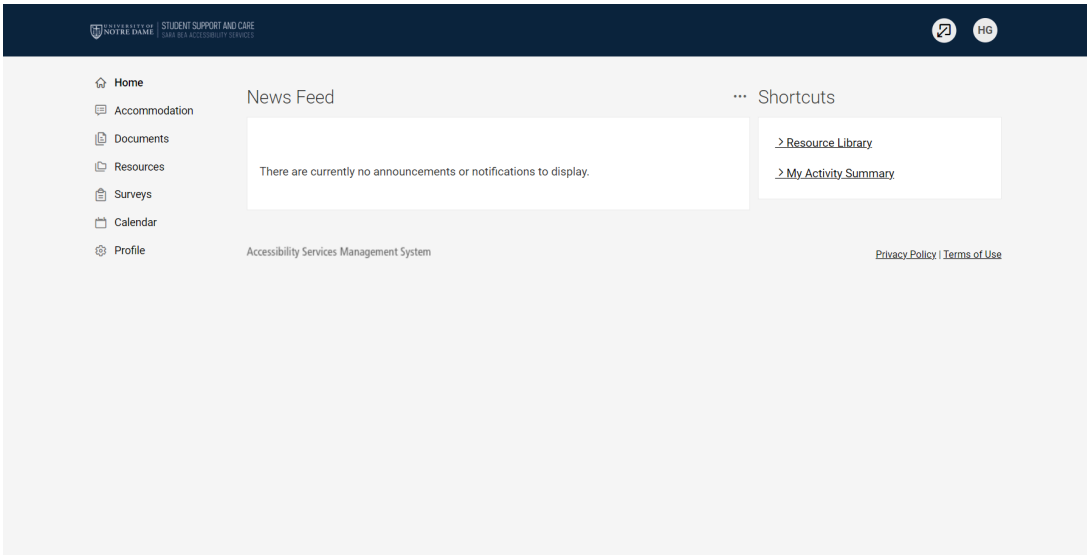
Center for Student Support and Care
Sara Bea Accessibility Services
228 Coleman-Morse
Notre Dame, IN 46556
P 574-631-7833

Semester Request Instructions

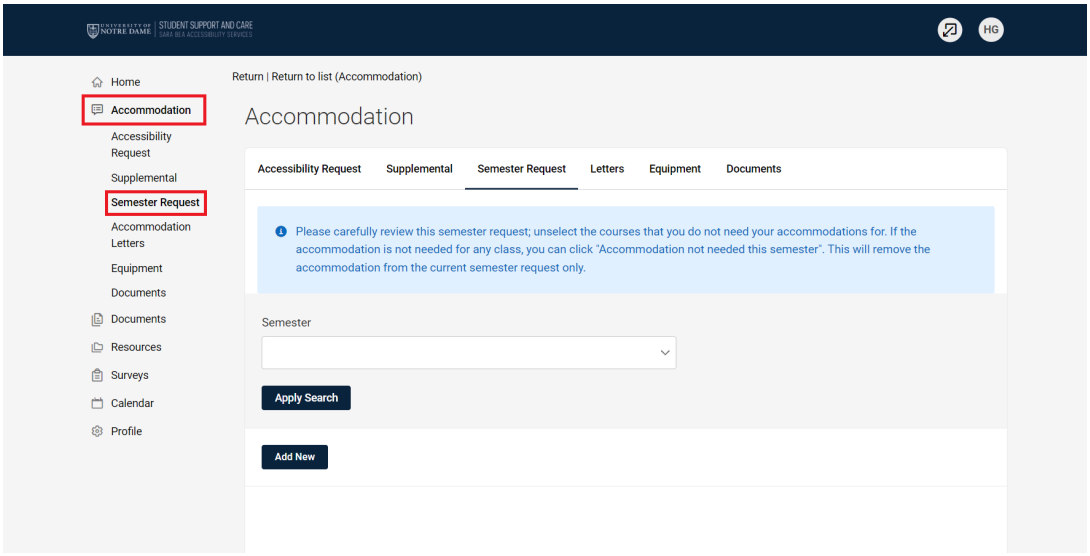
1. Within InsideND, search for "AccessND" to access our accommodations portal. The icon will look like the image below.



2. Your student page should look like this:

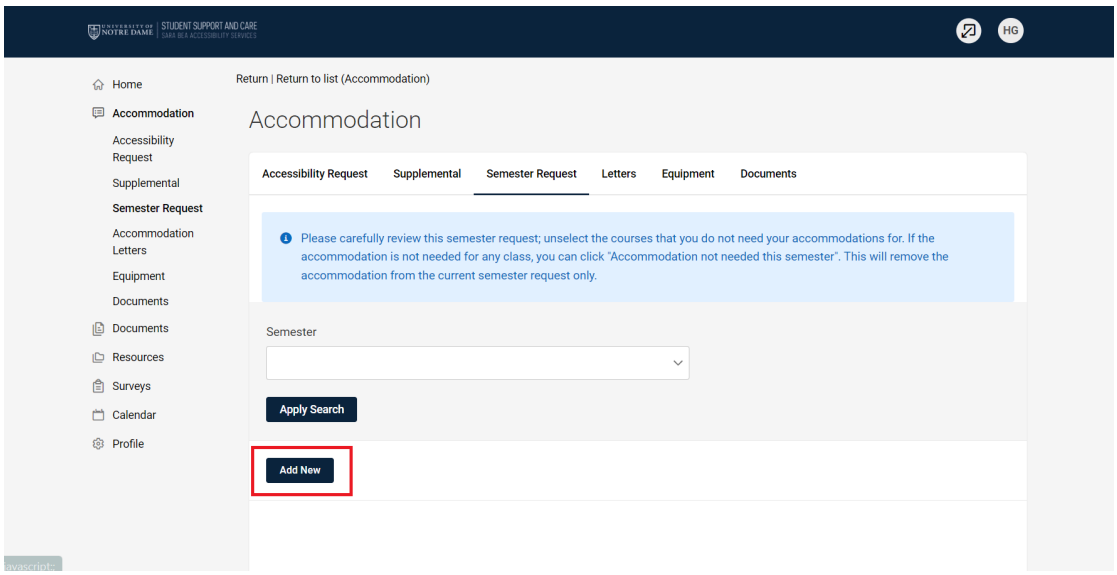


3. On the left side menu, select "Accommodation" and then "Semester Request" in the drop down.

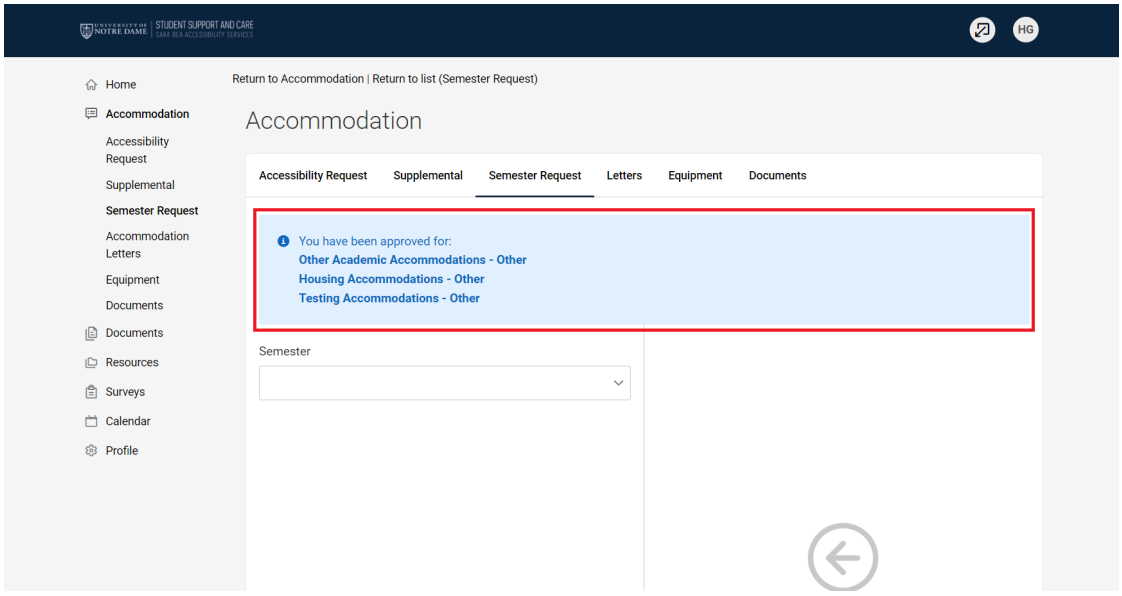


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4. Select "Add New"

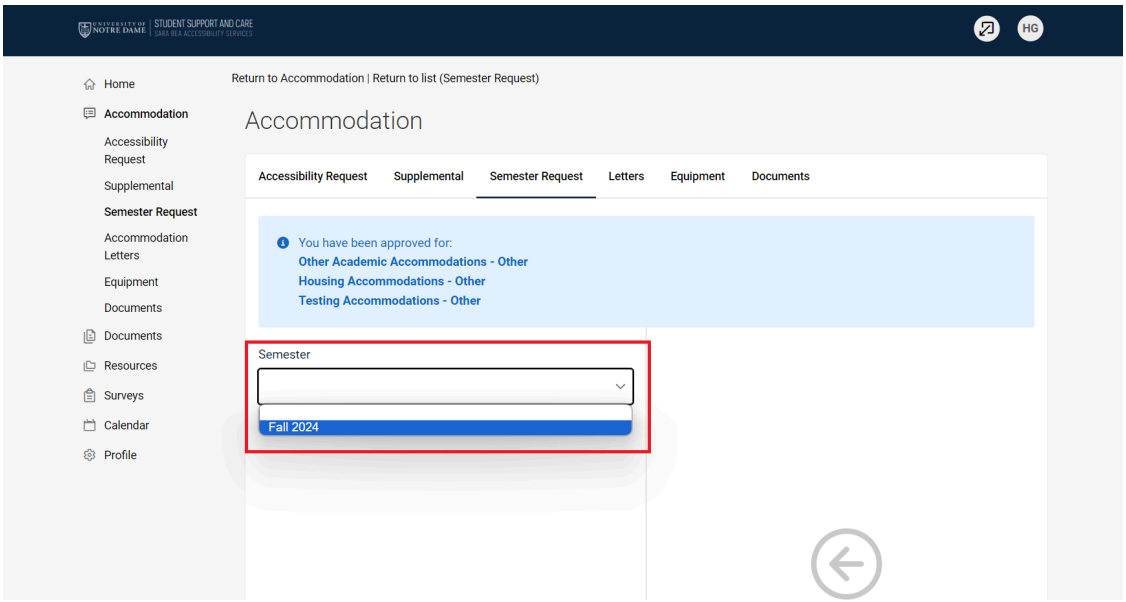


5. In the blue box, you will see a list of all accommodations for which you have previously been approved. Under the Semester drop down menu, choose the semester in which you would like to use your accommodations.

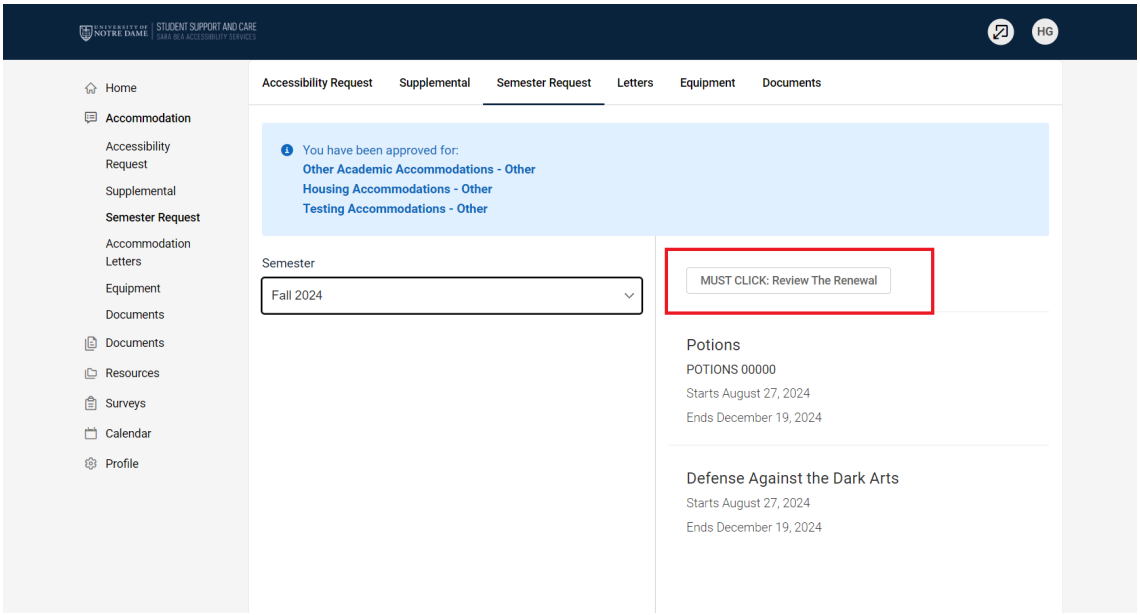


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6. In the drop down menu under "Semester," Select the current semester that you are applying your accommodations to (Example: "Fall 2024")

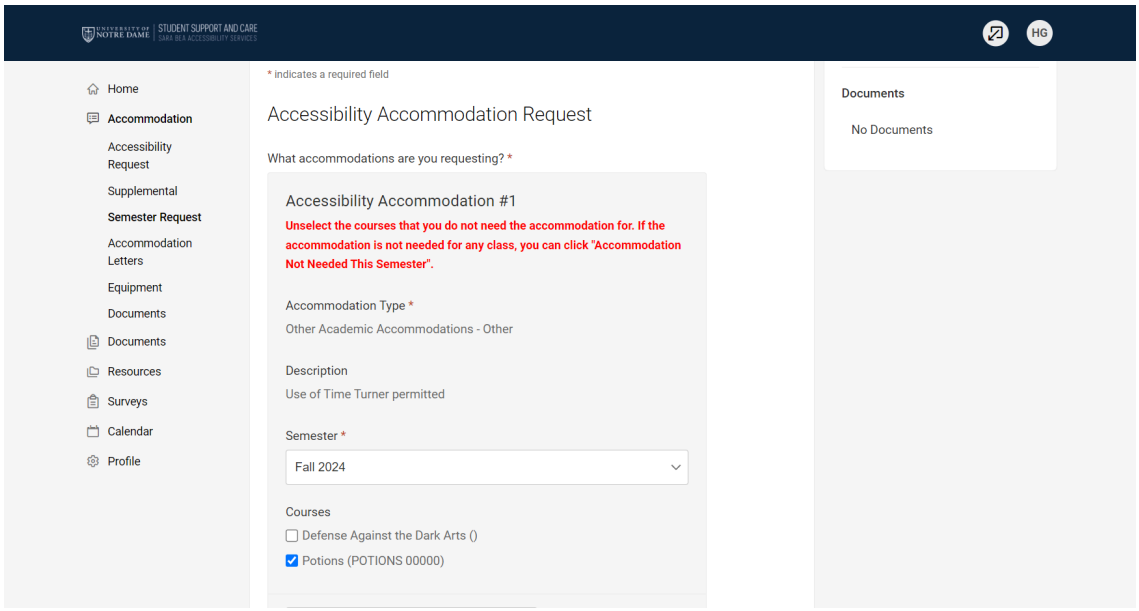


7. In the right column, a list of your classes will appear underneath the "Must Click" button. Select the "Must Click" button to move to the next step.

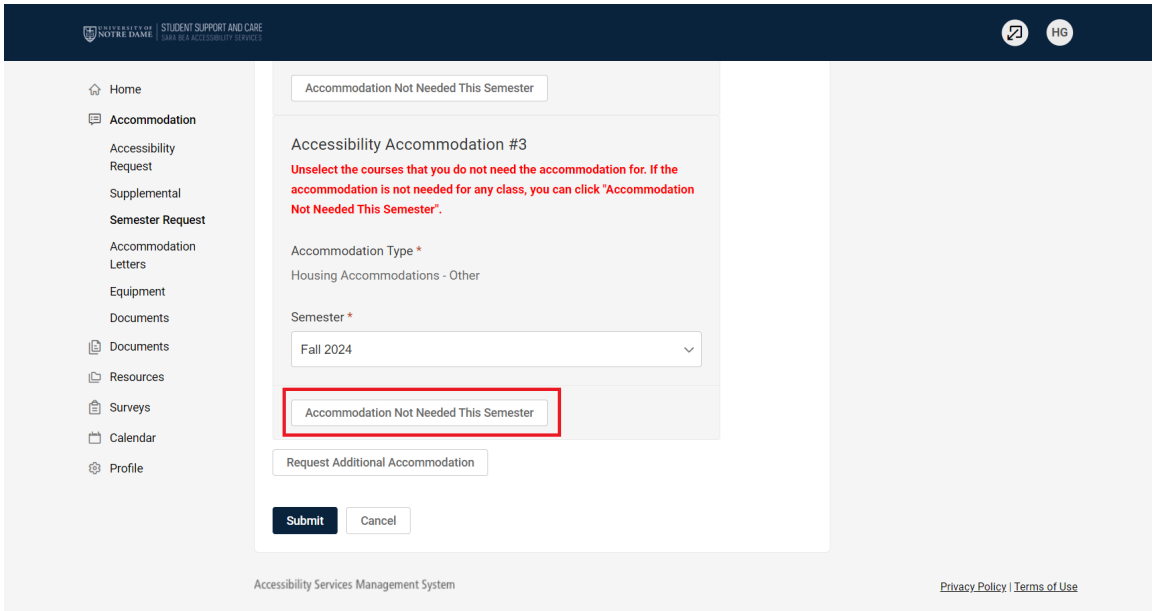


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8. Under each accommodation, there will be a check list of all classes you are registered for. Uncheck any class you do not want the accommodation applied to.

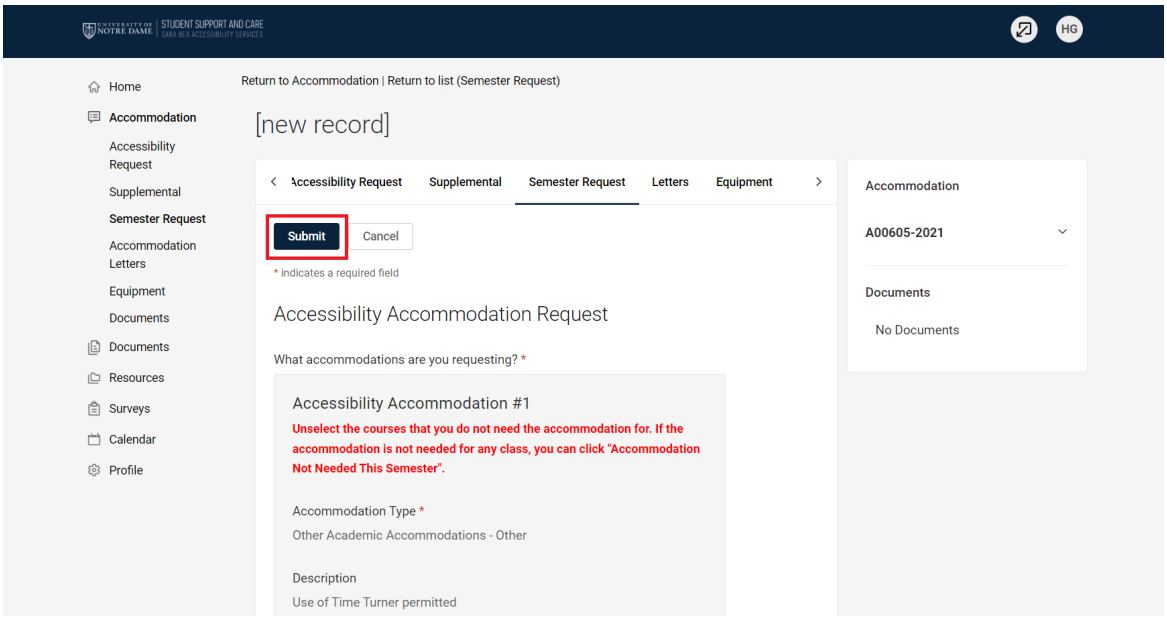


9. If you have housing accommodations or any other accommodations that do not apply to a course, select the "Accommodation Not Needed This Semester" button. Please note: this button will not delete your accommodation, it will just not be applied to your courses.



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10. When finished editing your semester request, select the "Submit" button located on the top and bottom of the page for your Access Consultant to review and send notice to your professors.



What happens after I submit my semester request?

Your Access Consultant will review and process your semester request, which will notify your professors of your accommodations.

For testing accommodations, this will allow you to begin scheduling your exams. We *highly recommend* scheduling all your exams at the beginning of the semester.

For academic adjustments, your professors will have a five day window to let your Access Consultant know if they have any concerns that an accommodation may alter an essential aspect of their course. Once we have discussed their concerns, your Access Consultant will let you know if we are approving, denying, or offering an alternative modification.

Once your Access Consultant hears back from your professors, they will communicate the answers with you.