

HOW TO GENERATE ACCOMMODATION LETTERS

To access your approved accommodations you will need to generate, download, and email your accommodation letters to each faculty or program administrator each semester.

STEP 1

USC Office of Student Accessibility Services

My Dashboard | User | Blogs | Staff Access | Website Control | Testing Center | Proctor

User Service Center - Managing Accommodations

Select Accommodations for Your Class

Important Note

1. Courses may take **up to 48 hours** to display in the system after you have registered for them. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Office of Student Accessibility Services.
2. Your courses might not display below if you are part of the course waiting list.
3. To request accommodations, select the checkbox(es) for the courses where they are needed, then click the button below to go to the next page to select your accommodations.
4. If you are **unable to select a checkbox** from the list of courses below, that means you have already submitted your request for accommodations for that course.
5. If you wish to **modify your accommodation request** (change or cancel a request), scroll down until your course is displayed and select either **Modify Request** or **Cancel Request**.

Step 1: Select Class(es)

- [Requested] Summer 2024 - COMM 205.20227 - COMMUNICATION AND SOCIAL SCIENCE (CRN 20527)
- [Requested] Summer 2024 - COMM 301.20438 - EMPIRICAL RESEARCH IN COMMUNICATION (CRN 20580)
- [Requested] Summer 2024 - SPAN 220.62030 - SPANISH III (CRN 62030)

Step 2: Continue to Customize Your Accommodations

Log into your “[MyOSAS](#)” portal.

From the “**My Dashboard**” page, you will see a list of your classes for this semester. Select the classes for which you would like to “request” accommodations for.

Click “**Continue to Customize Your Accommodations**”

STEP 2

Final Step: Select Accommodation(s) for Each Class

EALC 110.000 - East Asian Humanities: The Great Tradition

Instructor(s):

Days and Time(s): **MW at 02:00 PM - 03:20 PM**

Date Range(s): **08/21/2017 - 12/01/2017**

Location(s): **THH301 (Campus: USC)**

Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for EALC 110.000

Accommodated Testing

Alternative format textbooks

Notetaking Assistance

Priority registration

Extensions on individual assignments (typically 1-3 days depending on nature of course)

Use of Assistive Technology

Submit Your Accommodation Requests

Back to Overview

Select each of your approved accommodations you would like to use for each class. Note: you do not need to select all of them.

Then click “**Submit Your Accommodation Requests**”. You will then see a notice that says “**System Update Is Successful**”.

STEP 3

OVERVIEW

PRINTING FACULTY NOTIFICATION LETTER IN PDF

Note: It may take up to **10 seconds** to generate each PDF file.

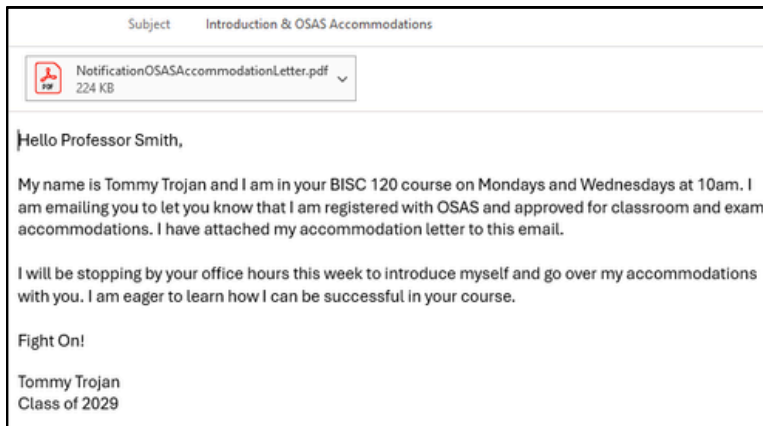
Select Class: **Select One**

Generate PDF

From the “**My Dashboard**” page, you will now see “**Printing Faculty Notification Letter in PDF**” at the top of the page. This means a PDF of your accommodation letters is ready for you to download.

From the dropdown menu, select a class and then click “**Generate PDF**”. Generate and save the PDF of your letter for each class.

STEP 4



Email each of your accommodation letters to the respective faculty or your program administrator.

*Note: some graduate level programs have a specific contact for distributing accommodation letters. Please connect with your Accessibility Specialist if you need to verify the appropriate contact.

I'VE EMAILED MY ACCOMMODATION LETTERS, NOW WHAT?

After you have sent your letters to your faculty or program administrator, you should follow up with them after class or during office hours to confirm how you will be using your accommodations in the course. Faculty or program administrators will need to clarify how to utilize your accommodations in their course format or if any OSAS support is needed (i.e. use of OSAS Testing Center, use of alternative format for course materials).

If you or your faculty/program administrator have questions or believe that providing an accommodation would interfere with the fundamental objectives of the course, please contact your OSAS Specialist to discuss further.

OTHER HELPFUL TIPS:

- Accommodations are not retroactive. Generate and send your accommodation letters early in the semester to set yourself up for success.
- Some accommodations require advance notification to be fulfilled in a timely manner, (i.e. alternative format of materials, CART, ASL interpreting, course substitution requests). Please inform your Accessibility Specialist as early as possible so we can ensure you have access.
- If you are approved for testing accommodations and are eligible to take your exams at the OSAS Testing Center, you will need to submit your exam requests at least one week in advance for regular exams or quizzes. Connect with OSAS, the Testing Center or your Specialist for step-by-step instructions on scheduling your exams.

QUESTIONS? CONTACT US!

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