

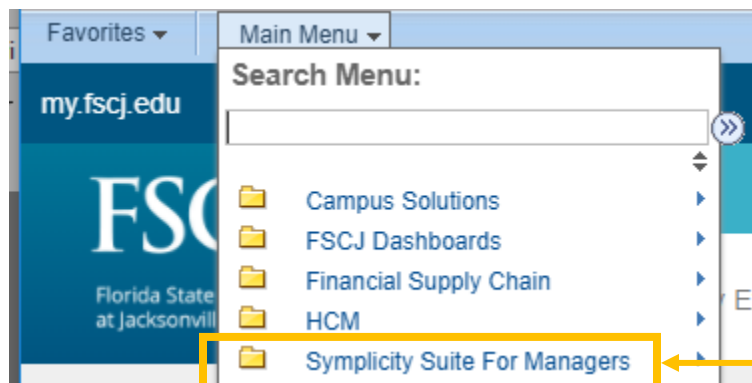


Accommodate

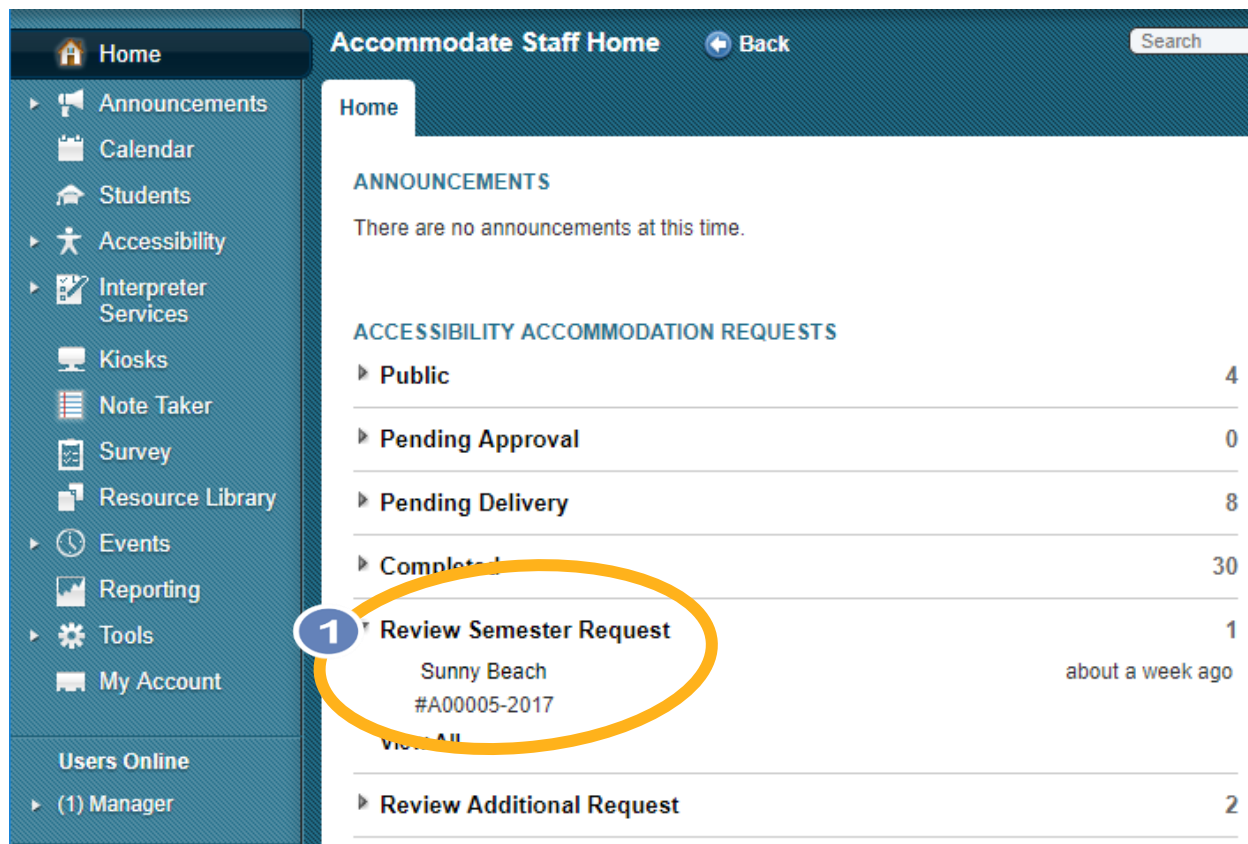
How to Review a Semester Request

How to Request Semester Request

Log in to your myFSCJ portal and click on Symplicity Suite for Managers under Main Menu then click on Accommodate



Step 1: Select "Review Semester Request" from the home page. Find the student you wish to review.



Step 2: Select the "Review Semester Request"

A00005-2017/Sunny Beach [Back](#)

Core Additional Request 5 Semester Request 12 Meetings 0 Letters 9 Equipment 0 Documents 0 Notes 0 Event Log

Public Pending Approval Pending Delivery Completed **Review Semester Request** Review Supplemental Request

2 Possible Next Step:
Review Semester Request
Use "Other Actions" for additional options.

[Edit](#) [Cancel](#)

Accessibility Accommodation Request

Request # A00005-2017

Student Beach, Sunny (1036288)

Step 3: Review the Request. The "Yes" button should be checked if accommodation has been approved.

Accessibility Accommodation #1

Accommodation Type*
Tutor

Description

If other, please specify here

Semester*
Spring 2018

Courses
☒ Sample Spring Class

Start Date
January 8, 2018

End Date
May 11, 2018

3 Approved*
☒ Yes ☐ no

Step 4: Click on “Save & Create Letter” once accommodations have been reviewed and approved.

Approved*
☒ Yes ☐ no

Step 5: Within the “Letters” tab you will be able to now review the “Approved Semester Request” Here you will be able to select faculty to send the letter.

[new record] [Back](#)

Core Additional Request 5 Semester Request 12 Meetings 0 **Letters 9** Equipment 0

Send Notification

Subject

Specific Accommodation(s)

Send Letter to Student ☒ Yes ☐ no

Faculty

Additional Recipient(s)

CC Address

Begin typing the name of faculty the notice should be sent to.

Use 'CC Address' to notify any additional staff such as Assessment Center Managers or other Student Support Services staff.

Dear [student!fname],

Thank you for submitting your request with Student Support Services. Your semester request has been processed.

You have been approved for the following accommodations.
[accessibility_request|approved_accommodation]

Please contact us at accommodateme@fscj.edu if you have any further questions.

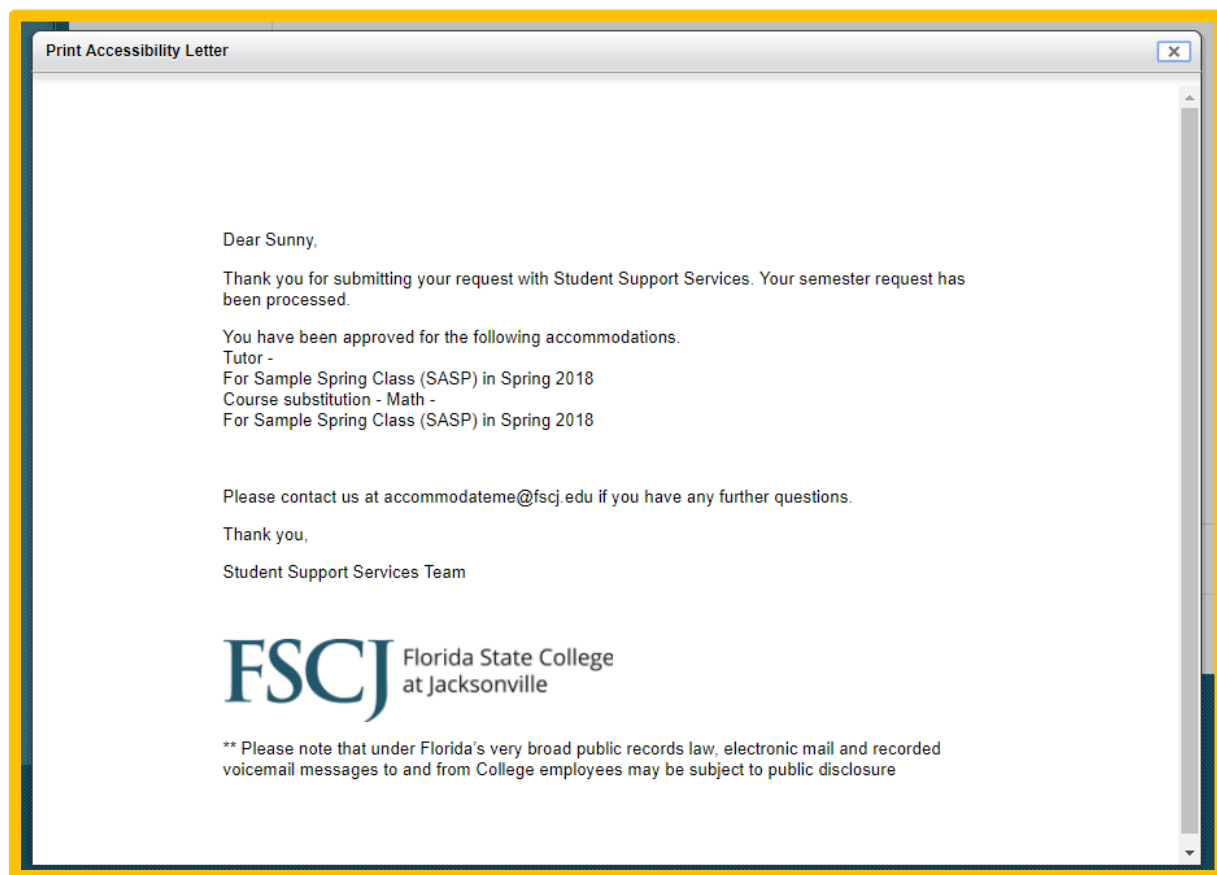
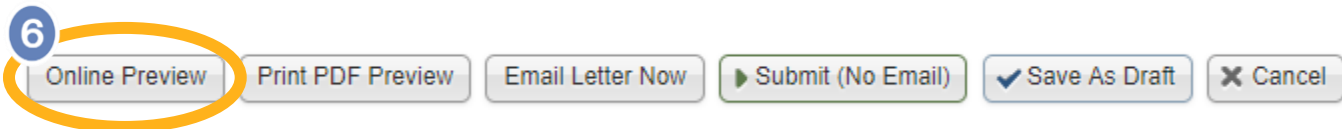
Thank you,

Student Support Services Team

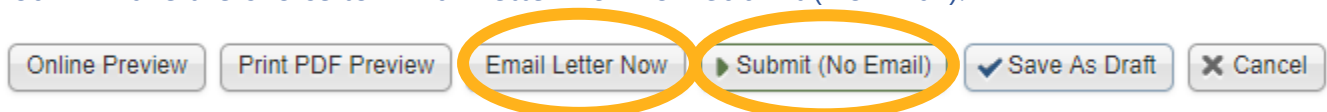


** Please note that under Florida's very broad public records law, electronic mail and recorded voicemail messages to and from College employees may be subject to public disclosure

Step 6: Select "Online Preview" prior to emailing the student and faculty to view the letter.



You will have the choice to "Email Letter Now" or "Submit (No Email)."



This Semester Request has now been moved to "Pending Delivery" status.

Congratulations

You have successfully reviewed a Semester Request

Should you have questions or concerns, please contact accommodateme@fscj.edu