Disability Services

Renewing Your Accommodations with our New ACCOMMODATE System

https://capitalcc-accommodate.symplicity.com/

(Create a shortcut on your electronic device)

Capital’s new ACCOMMODATE Software system will provide you with a dashboard of information on your registered classes, approved accommodations and more. It also allows you to renew your accommodations each semester by making a Semester Request. This should be done after you have registered for classes. You can access the Accommodate system by clicking the link above and logging in using your MyCommNet ID and password. Once you have logged in, follow the instructions below to renew your accommodations:

Semester Request Instructions (Once in your ACCOMMODATE Dashboard)

1. Click: Accommodation Tab (left side).
2. Click: Semester Request.
3. Click: Add New.
4. Click Drop-Down under Semester. Choose and click semester.
5. Click: Submit for all Accommodations or Review the Renewal (to the right).
   a. Use Submit for all Accommodations if you want all your approved accommodations for all your courses. This will complete the request and renew all approved accommodations.
   b. Use Review the Renewal if you would like to choose to select only certain courses in which to apply your approved accommodations.
      i. Your accommodations will automatically populate. Do not click choose.
      ii. Under each accommodation, check the courses you want it applied to.
      iii. Non-classroom-related accommodations do not display courses to check (i.e., Extra Appointments in the Academic Success Center).
      iv. Click: Submit at the bottom of the page. This will complete the request and renew accommodations for courses selected.

Disability Services staff will review your request. Once we approve your request, we will provide you and your professors with your Letters of Accommodation, updated for the new semester. Please email us at ca-disabilities@ccc.commnet.edu with any questions on semester requests or any feature of the ACCOMMODATE system.