

How to Complete a Semester Request (renew an accommodation letter)

- 1) Go to the DSS website (www.montgomerycollege.edu/dss), access the DSS Student Information and Resources page, either by clicking on “New and Returning Students” on the main DSS page, or by clicking on “Student Information and Resources” in the link menu.

Disability Support Services

Welcome to the MC Office of Disability Support Services (DSS). Montgomery College is committed to radical inclusion and creating learning environments that are accessible and inclusive for all students, including those with disabilities. Accessibility is not only required by law; it is the right and smart thing to do.

DSS leads the effort to promote full participation and equal access to educational opportunities, programs and campus activities. DSS provides accommodations and support services for students with disabilities and educates the larger College community on disability related issues. When we celebrate and empower diversity at Montgomery College, we recognize and value disability as a distinct aspect of our diverse community.



COVID/Remote Operations

Information on remote operations.

[Learn More](#) →



New and Returning Students

Access and services for students.

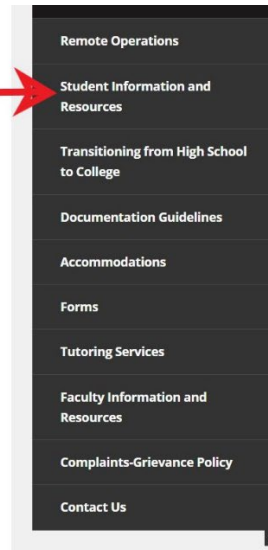
[Learn More](#) →



Faculty and Staff

Guidelines, information, and resources for faculty.

[Learn More](#) →

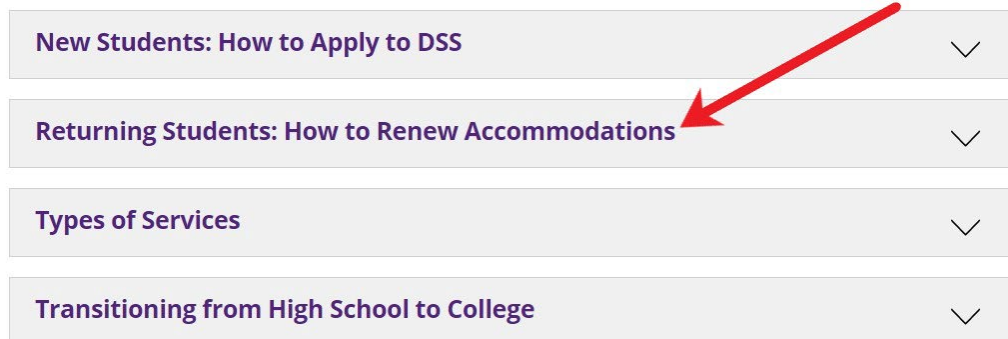


- 2) On the “DSS Student Information and Resources” page, select the “Returning Students: How to Renew Accommodations” option to expand the menu.

DSS Student Information and Resources


DSS provides comprehensive services including counseling and advising, accommodations and academic adjustments, assistive technology, and tutoring. **Accommodations** are determined on a case-by-case basis and may include extended time, note-taking assistance, sign language interpreting services, and alternative formats for printed materials.

Each campus offers assistive technology, including computers with disability-specific software and hardware, voice recognition and synthesizers, print magnifiers and scanners, large print, and Braille, as well as individual tutorial support.




3) Click on the "Semester Request" link to access Accommodate. This will open a MyMC sign-in screen.

Returning Students: How to Renew Accommodations

Returning students can request accommodations/services by completing a **Semester Request**  at least 2 weeks before the start of the semester to ensure timely services. Requests should be made before the Fall, Winter, Spring, and Summer semesters. Fall and Spring letters cover the first and second bi-term of each semester. Summer letters cover both Summer I and Summer II sessions.


Requests for accommodations and services will be processed as rapidly as possible if submitted after the deadline.

This form is for Returning DSS students only. If you have not identified to DSS or worked with a DSS counselor at MC before, please **apply for services**  or contact the main DSS office at 240-567-5058.

1. Video instructions about how to complete a Semester Request are available **here**.
2. Step-by-step written instructions about how to complete a Semester Request are available

4) Login to your Accommodate account using your MyMC username and password.


[Class Schedules](#) | [Return to Campus](#) | [Vaccine Requirements](#) | [Health Self-Assessment](#) | [Donate to Scholarships](#)

MC MONTGOMERY COLLEGE 

Enter your MyMC ID and Password


[Sign In](#)

[Forgot Password](#) | [Find your MyMC ID](#) | [Claim Your Account](#) | [My Account](#) | [Password Reset](#)



REGISTER & PAY ON TIME


May 31, 2022:
Summer I classes begin.

June 21, 2022:
Midsummer classes begin. 

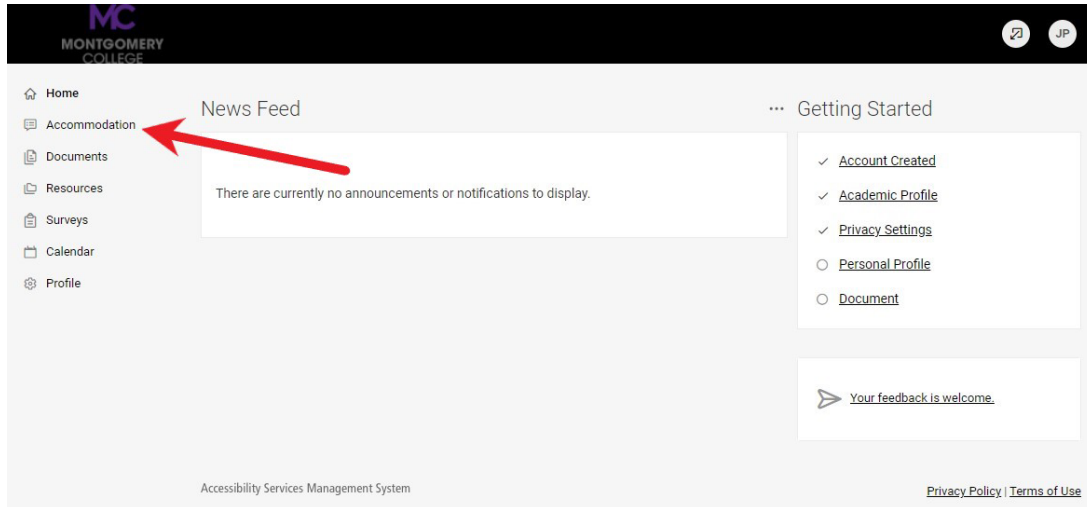
July 11, 2022:
Summer II classes begin.

August 29, 2022: Fall classes begin.

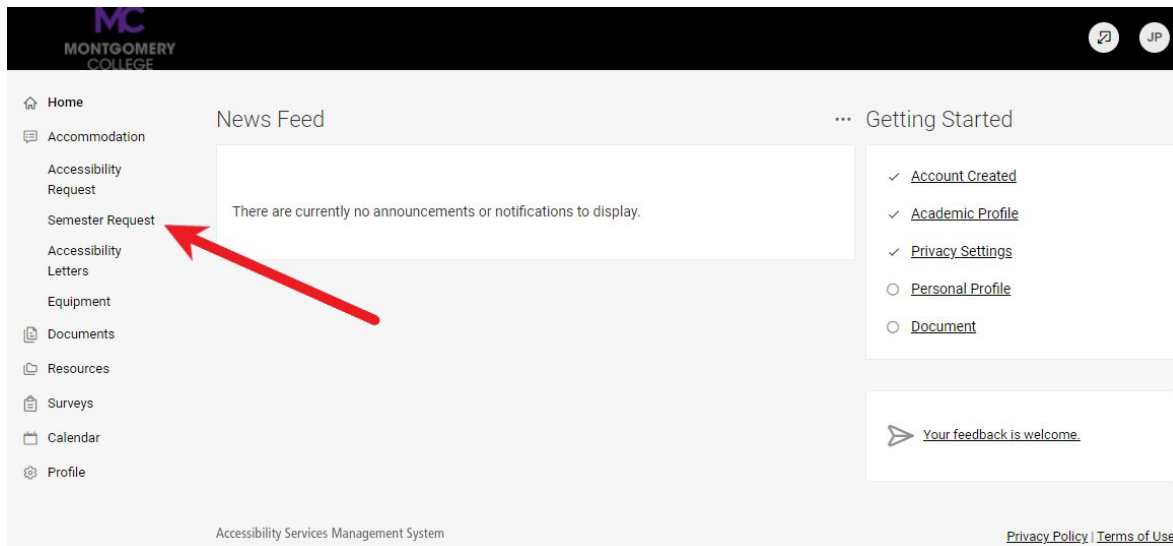
[LEARN MORE](#)



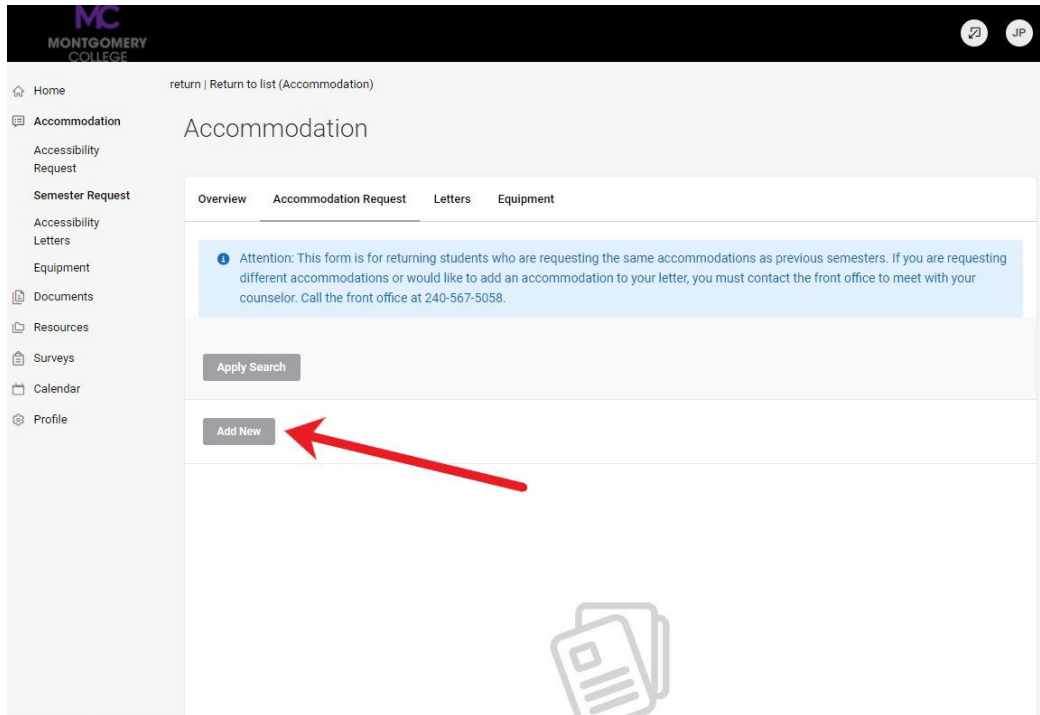
- 5) From the main Accommodate page, click on “Accommodation” in the left side menu. It is the second option in the menu.



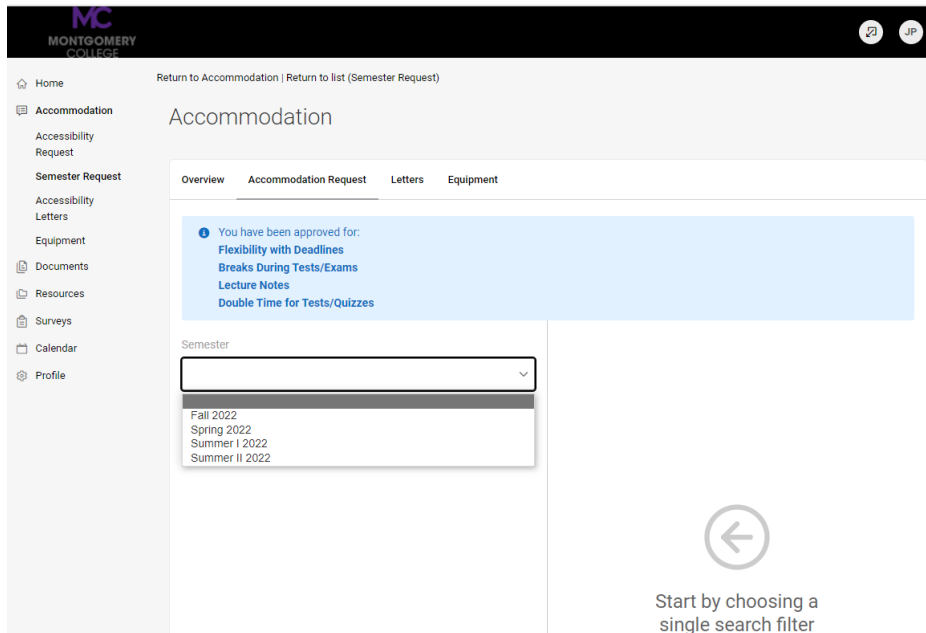
- 6) In the Accommodation menu that opens, click on “Semester Request” option. It is the second option in the sub-menu.



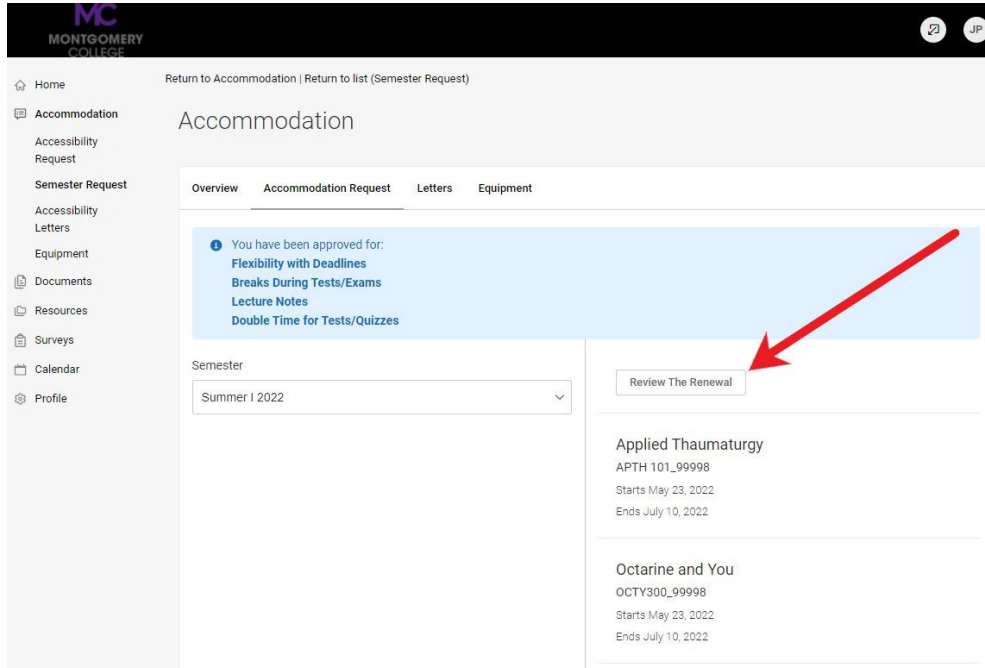
7) This will open the Accommodation Request screen. Click on the “Add New” button toward the middle of the screen.



8) The next screen will list the accommodations that you are approved for. Below this list is a selection box with a drop-down menu. Select the semester for which you are requesting an accommodation letter renewal.

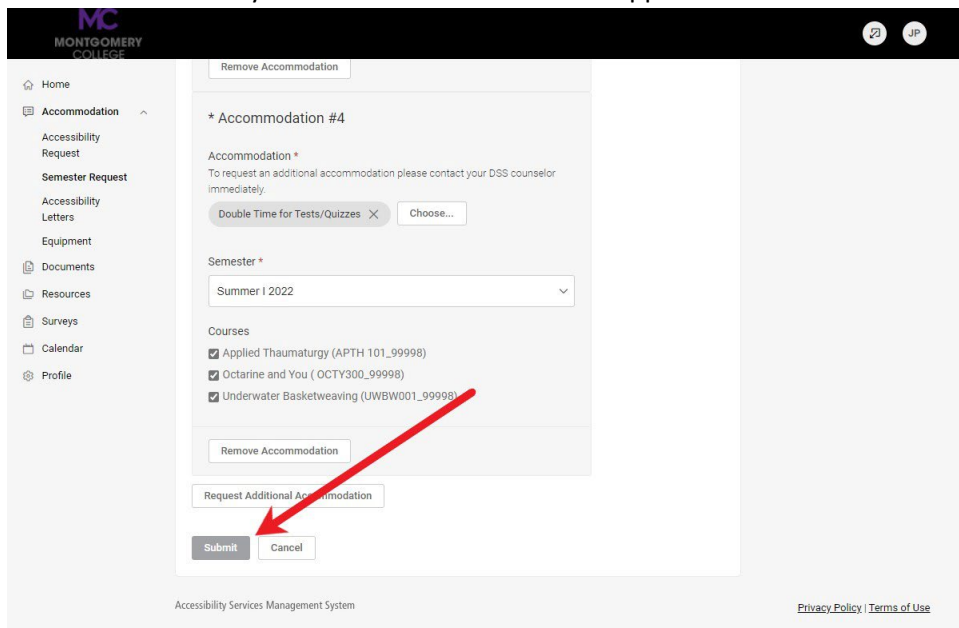


- 9) Once you have selected the semester, your classes should appear on the right hand side of the screen. (If the information is inaccurate, please continue with the process anyway. You can email your counselor later to let them know what was wrong.) Click on the “Review The Renewal” button above the list of classes.



The screenshot shows the Montgomery College Accommodation Request system. The user is logged in as JP. The page title is "Accommodation" and the breadcrumb is "Return to Accommodation | Return to list (Semester Request)". The left sidebar contains navigation options: Home, Accommodation, Accessibility Request, Semester Request, Accessibility Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has tabs for Overview, Accommodation Request, Letters, and Equipment. A blue notification banner states: "You have been approved for: Flexibility with Deadlines, Breaks During Tests/Exams, Lecture Notes, Double Time for Tests/Quizzes". Below this, a dropdown menu shows "Semester" set to "Summer I 2022". A "Review The Renewal" button is highlighted with a red arrow. The list of approved accommodations includes: "Applied Thaumaturgy" (APTH 101_99998, Starts May 23, 2022, Ends July 10, 2022) and "Octarine and You" (OCTY300_99998, Starts May 23, 2022, Ends July 10, 2022).

- 10) The next screen will list each accommodation for which you are approved. Scroll to the bottom of the screen and click on the “Submit” button. NOTE: The “Request Additional Accommodation” button does not allow you to add accommodations that are not already approved for you. If you want to add new accommodations, you will need to contact your counselor to schedule an appointment.



The screenshot shows the Montgomery College Accommodation Request system. The user is logged in as JP. The page title is "Remove Accommodation" and the breadcrumb is "Remove Accommodation". The left sidebar contains navigation options: Home, Accommodation, Accessibility Request, Semester Request, Accessibility Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has a "Remove Accommodation" button at the top. Below it, a section titled "* Accommodation #4" contains the following information: "Accommodation *", "To request an additional accommodation please contact your DSS counselor immediately.", a dropdown menu showing "Double Time for Tests/Quizzes" with a "Choose..." button, a "Semester *" dropdown menu set to "Summer I 2022", and a "Courses" section with three checked items: "Applied Thaumaturgy (APTH 101_99998)", "Octarine and You (OCTY300_99998)", and "Underwater Basketweaving (UWBW001_99998)". Below the courses, there is a "Remove Accommodation" button, a "Request Additional Accommodation" button, and a "Submit" button highlighted with a red arrow. At the bottom of the page, there is a "Cancel" button, the text "Accessibility Services Management System", and links for "Privacy Policy" and "Terms of Use".

11) The screen will show a list of the accommodations that you requested to have renewed for the semester. Your request has been submitted, and your counselor will email your accommodation letter to you when they have processed your request.

The screenshot shows the Montgomery College Accommodation Request system interface. At the top, the Montgomery College logo is visible on the left, and user initials 'JP' are on the right. The breadcrumb trail reads 'Return to Accommodation | Return to list (Accommodation)'. The main heading is 'Accommodation'. A navigation menu on the left includes Home, Accommodation, Accessibility Request, Semester Request, Accessibility Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has tabs for Overview, Accommodation Request, Letters, and Equipment. A blue information box contains the text: 'Attention: This form is for returning students who are requesting the same accommodations as previous semesters. If you are requesting different accommodations or would like to add an accommodation to your letter, you must contact the front office to meet with your counselor. Call the front office at 240-567-5058.' Below this is an 'Apply Search' button. Further down, there is an 'Add New' button, '4 Results', and a sorting option 'SORT BY: Date Needed'. The first result is titled 'Lecture Notes' for 'Summer I 2022', listing courses: Octarine and You (OCTY300_99998), Applied Thaumaturgy (APTH 101_99998), and Underwater Basketweaving (UWBW001_99998). It also shows dates: 'Started on May 23, 2022' and 'Ends on July 10, 2022', and a creation timestamp: 'Created on May 06, 2022, 4:10 pm'. The second result is titled 'Flexibility with Deadlines' for 'Summer I 2022'.