

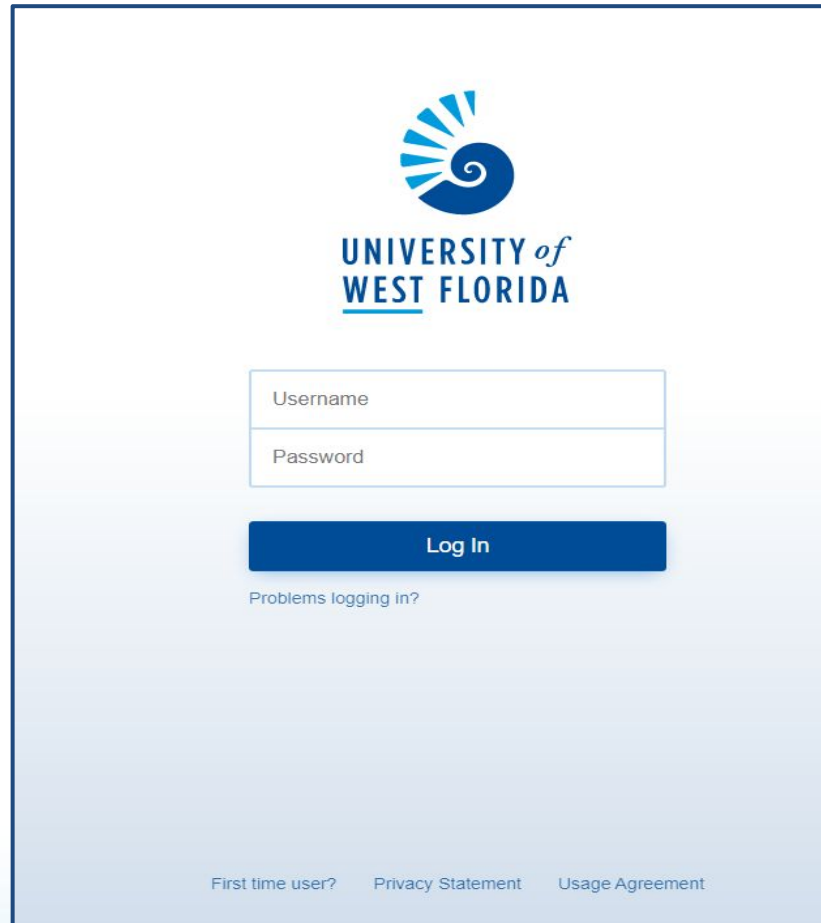


UNIVERSITY *of* WEST FLORIDA

How to Submit a Semester Request

*Student Accessibility Resources
(SAR)*

Sign in through myUWF and search for
“SAR Accommodate - Student Portal” to
access Accommodate.



The image shows a login page for the University of West Florida. At the top center is the university's logo, a blue spiral with radiating lines, above the text "UNIVERSITY of WEST FLORIDA". Below the logo are two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. Underneath the button is the text "Problems logging in?". At the bottom of the page, there are three links: "First time user?", "Privacy Statement", and "Usage Agreement".

UNIVERSITY of
WEST FLORIDA

Username

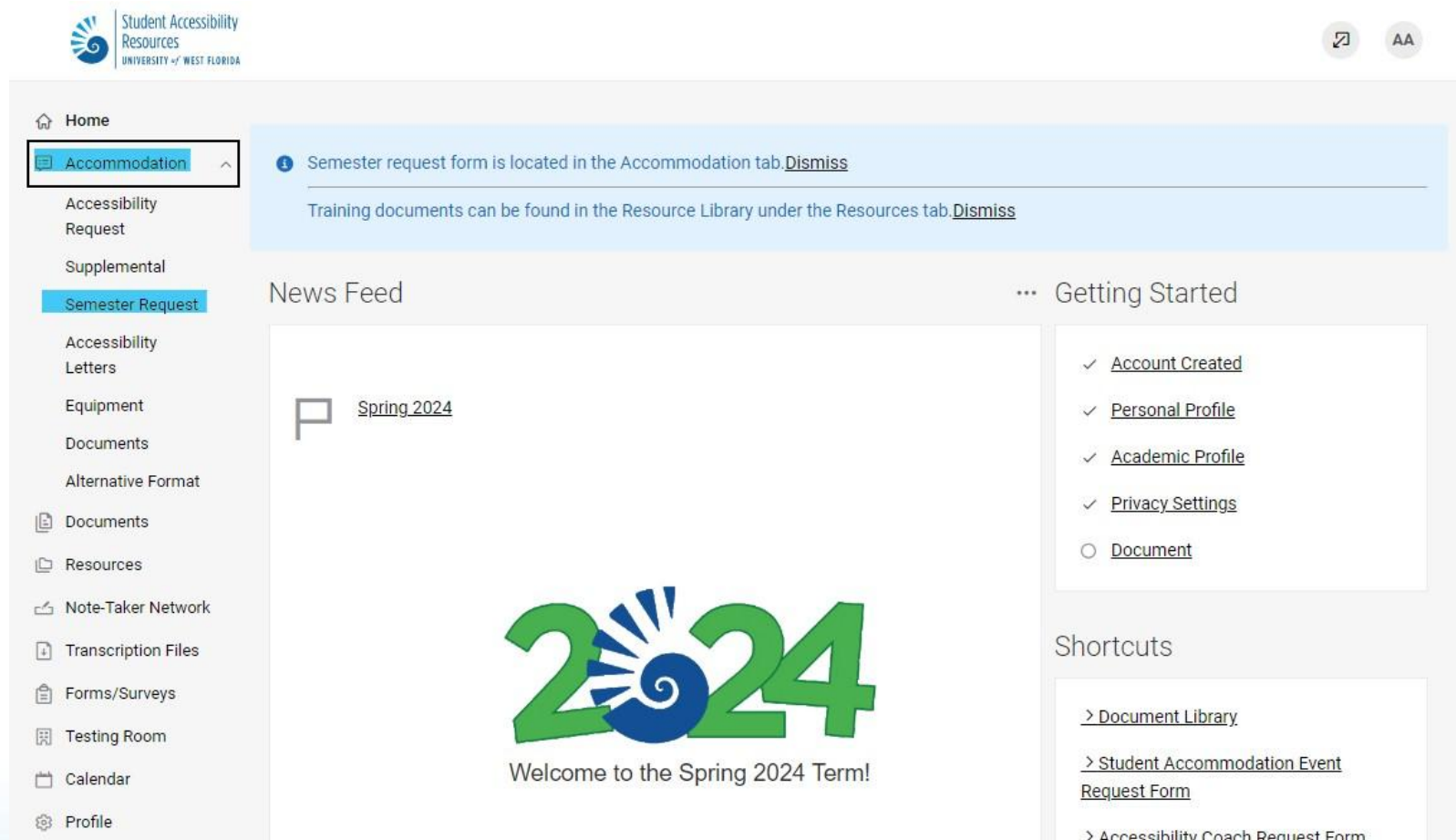
Password

Log In

Problems logging in?

[First time user?](#) [Privacy Statement](#) [Usage Agreement](#)

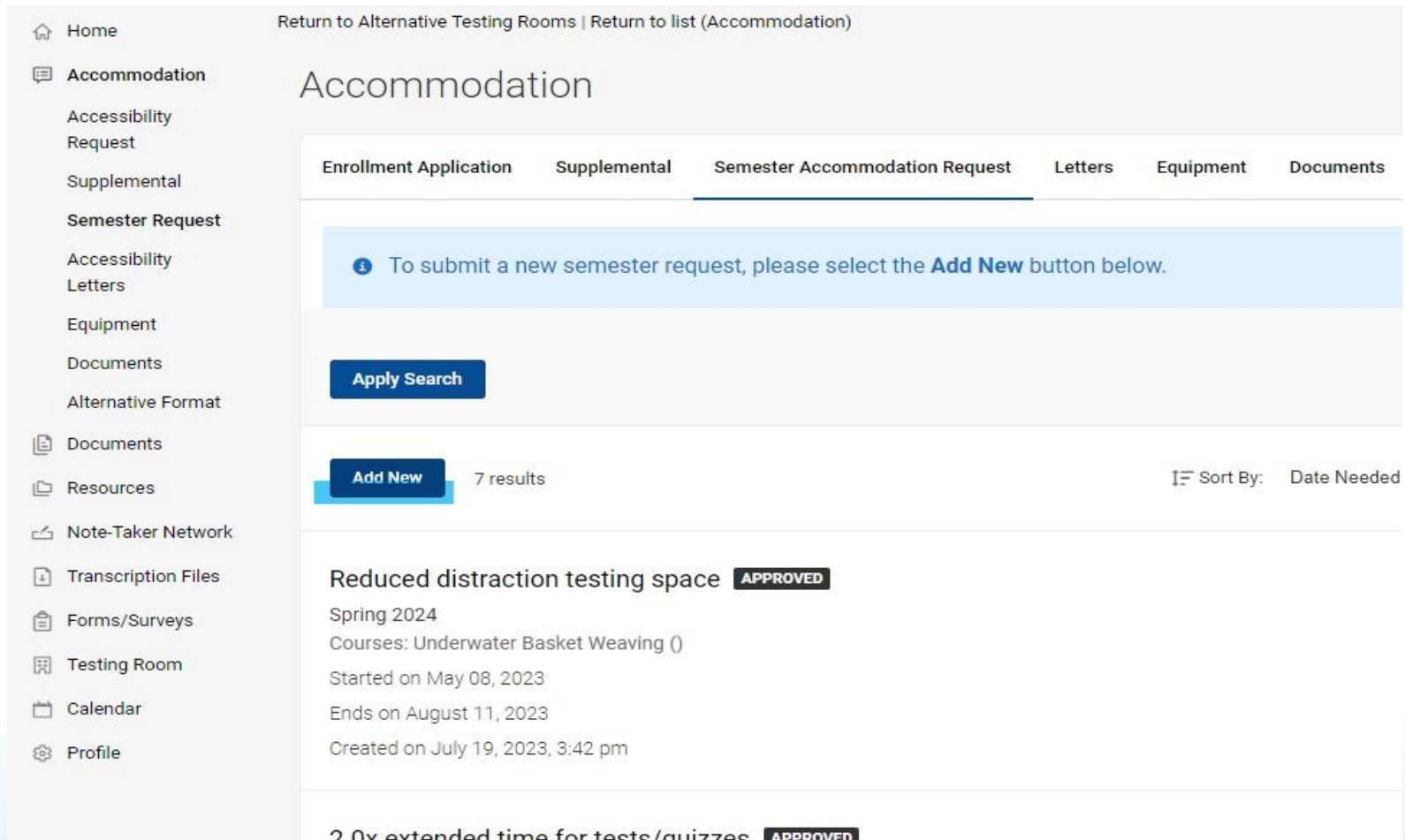
Once in Accommodate, the **Semester Request** form can be found under the **Accommodation** tab to the left of the page.



The screenshot shows the Accommodate website interface. At the top left is the "Student Accessibility Resources UNIVERSITY of WEST FLORIDA" logo. At the top right are two circular icons: one with a square and another with "AA". A left-hand navigation menu is visible, with "Accommodation" highlighted in a blue box and a dropdown arrow. Below it are links for "Accessibility Request", "Supplemental", "Semester Request" (highlighted in blue), "Accessibility Letters", "Equipment", "Documents", "Alternative Format", "Documents", "Resources", "Note-Taker Network", "Transcription Files", "Forms/Surveys", "Testing Room", "Calendar", and "Profile". A light blue banner at the top of the main content area contains two messages: "Semester request form is located in the Accommodation tab. [Dismiss](#)" and "Training documents can be found in the Resource Library under the Resources tab. [Dismiss](#)". Below the banner, the "News Feed" section features a "Spring 2024" announcement with a large "2024" graphic where the zero is a blue sunburst, and the text "Welcome to the Spring 2024 Term!". To the right, the "Getting Started" section lists several items with checkmarks: "Account Created", "Personal Profile", "Academic Profile", "Privacy Settings", and "Document". Below this is a "Shortcuts" section with links for "Document Library", "Student Accommodation Event Request Form", and "Accessibility Coach Request Form".

To begin the Semester Accommodation Request, click
“Add New.”

If you have previous accommodation approvals, “Add
New” will be before the list of accommodations.



The screenshot shows the 'Accommodation' page in a web application. At the top, there are navigation links: 'Return to Alternative Testing Rooms' and 'Return to list (Accommodation)'. The main heading is 'Accommodation'. Below this, there are tabs for different request types: 'Enrollment Application', 'Supplemental', 'Semester Accommodation Request' (which is selected), 'Letters', 'Equipment', and 'Documents'. A blue informational banner states: 'To submit a new semester request, please select the **Add New** button below.' Below the banner is an 'Apply Search' button. Further down, there is an 'Add New' button followed by '7 results'. On the right side, there is a 'Sort By: Date Needed' dropdown menu. The first result is 'Reduced distraction testing space' with an 'APPROVED' status. Below this, it lists 'Spring 2024', 'Courses: Underwater Basket Weaving ()', 'Started on May 08, 2023', 'Ends on August 11, 2023', and 'Created on July 19, 2023, 3:42 pm'. A second result is partially visible at the bottom: '2 0x extended time for tests/quizzes' with an 'APPROVED' status.

Select the **semester** for which you are filling out the form from the drop down menu
Select **“Review the Renewal”** on the right side.

[Home](#)[Return to Accommodation](#) | [Return to list \(Semester Request\)](#)[Accommodation](#)

Accommodation

[Accessibility Request](#)[Supplemental](#)[Semester Request](#)[Accessibility](#)[Letters](#)[Equipment](#)[Documents](#)[Documents](#)[Resources](#)[Forms/Surveys](#)[Calendar](#)[Profile](#)[Enrollment Application](#)[Supplemental](#)[Semester Accommodation Request](#)[Letters](#)[Equipment](#)[Documents](#)

i You have been approved for:
Testing Accommodations/1.5x extended time for tests/quizzes
Testing Accommodations/Reduced distraction testing space

Semester

Spring 2024

[Review The Renewal](#)

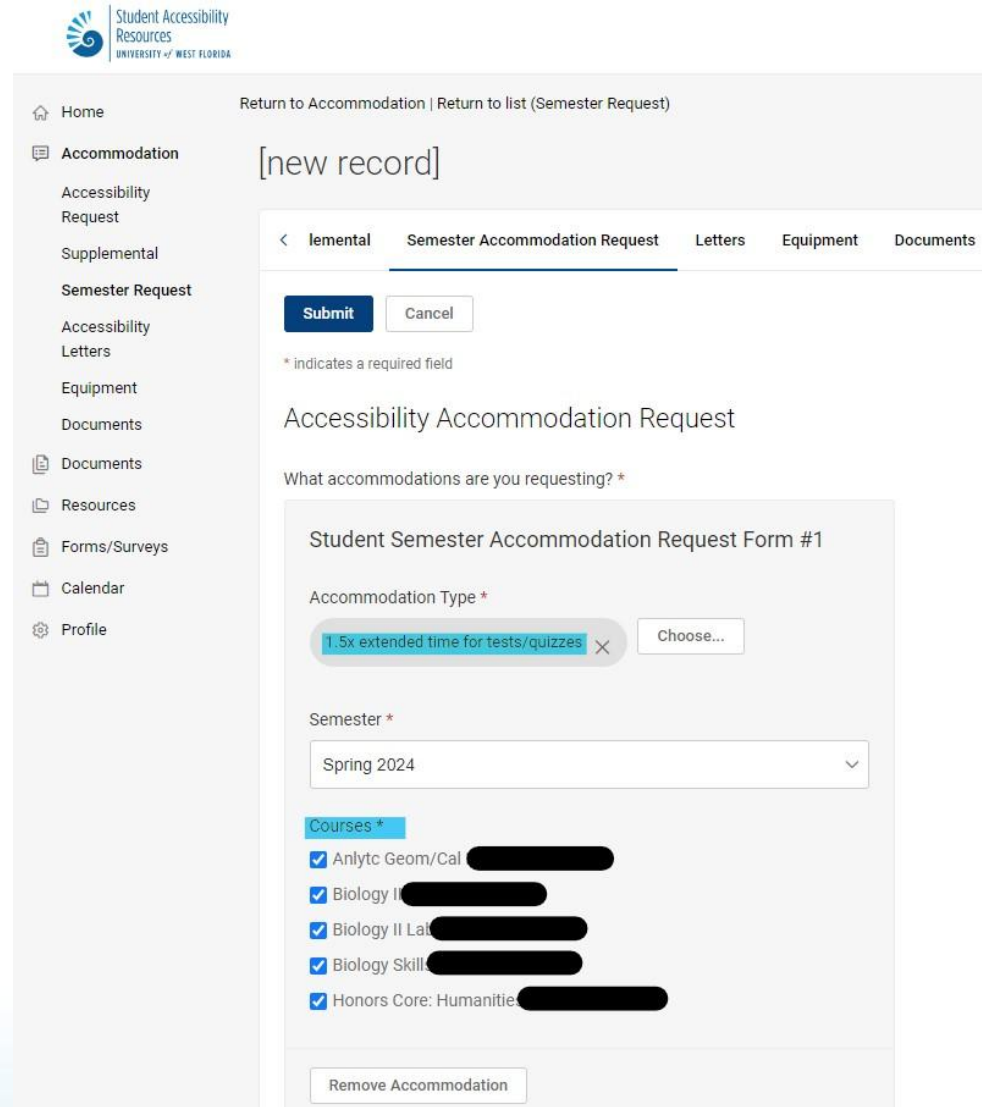
Starts January 08, 2024

Ends May 04, 2024

Review the
Accommodation
Type and Courses
selected

Ensure the box is
selected next to the
course in which you
are requesting the
specific
accommodation

Unselect any courses
in which you are not
requesting the
accommodation



Student Accessibility Resources
UNIVERSITY of WEST FLORIDA

Home | Return to Accommodation | Return to list (Semester Request)

[new record]

Home | Accommodation | Accessibility Request | Supplemental | Semester Request | Accessibility Letters | Equipment | Documents | Documents | Resources | Forms/Surveys | Calendar | Profile

Return to Accommodation | Return to list (Semester Request)

[new record]

Semester Accommodation Request | Letters | Equipment | Documents

Submit | Cancel

* indicates a required field

Accessibility Accommodation Request

What accommodations are you requesting? *

Student Semester Accommodation Request Form #1

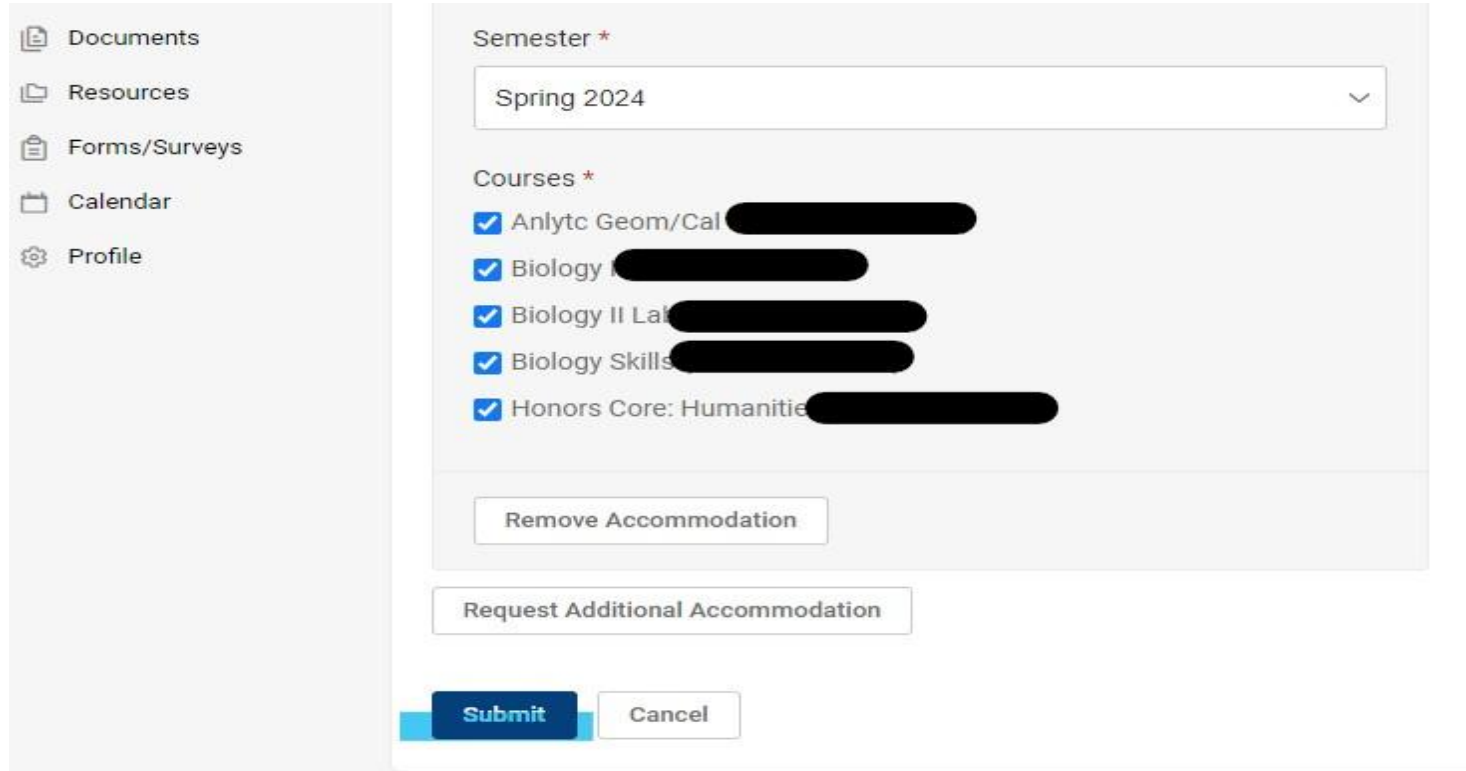
Accommodation Type *
1.5x extended time for tests/quizzes | Choose...

Semester *
Spring 2024

Courses *
 Analytc Geom/Cal [redacted]
 Biology I [redacted]
 Biology II Lab [redacted]
 Biology Skill [redacted]
 Honors Core: Humanitie [redacted]

Remove Accommodation

When you have completed your review, click on **“Submit”** to complete your semester request.



The screenshot shows a web interface for submitting a semester request. On the left is a sidebar with navigation options: Documents, Resources, Forms/Surveys, Calendar, and Profile. The main content area is titled 'Semester *' and features a dropdown menu set to 'Spring 2024'. Below this is a 'Courses *' section with five checked items: 'Analytic Geom/Cal', 'Biology', 'Biology II Lab', 'Biology Skills', and 'Honors Core: Humanities'. Each course name is partially obscured by a black redaction bar. At the bottom of the form are three buttons: 'Remove Accommodation', 'Request Additional Accommodation', and a prominent blue 'Submit' button next to a 'Cancel' button.

If you have any questions, please contact our office at 850.474.2387 or email us at sar@uwf.edu