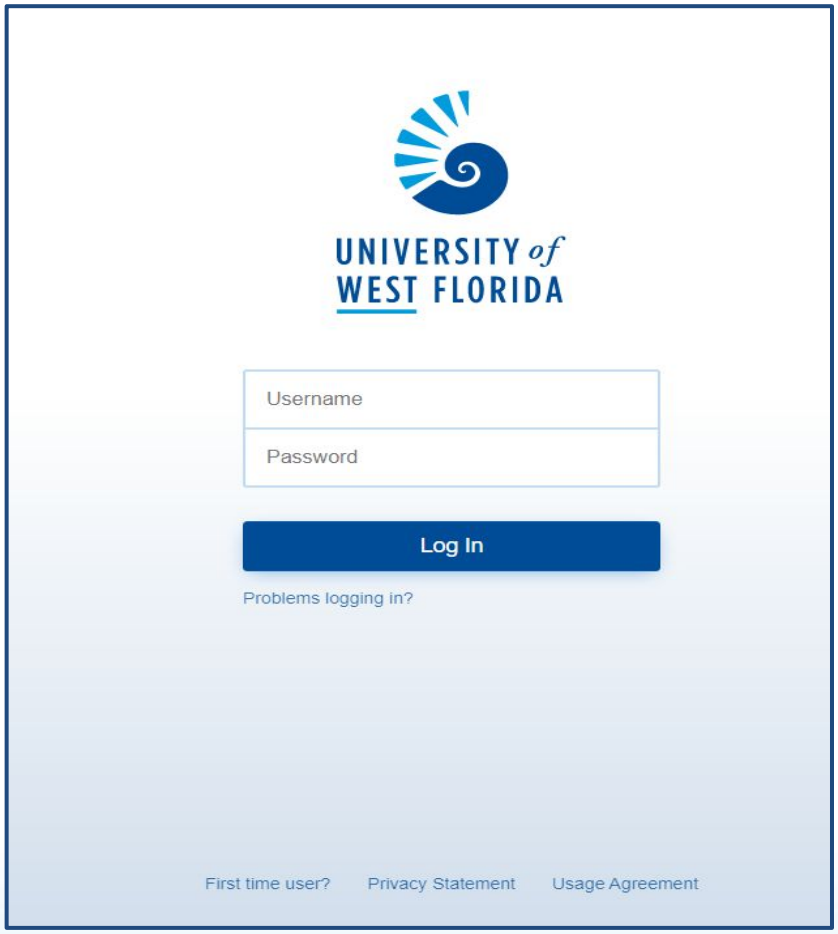
UNIVERSITY of WEST FLORIDA

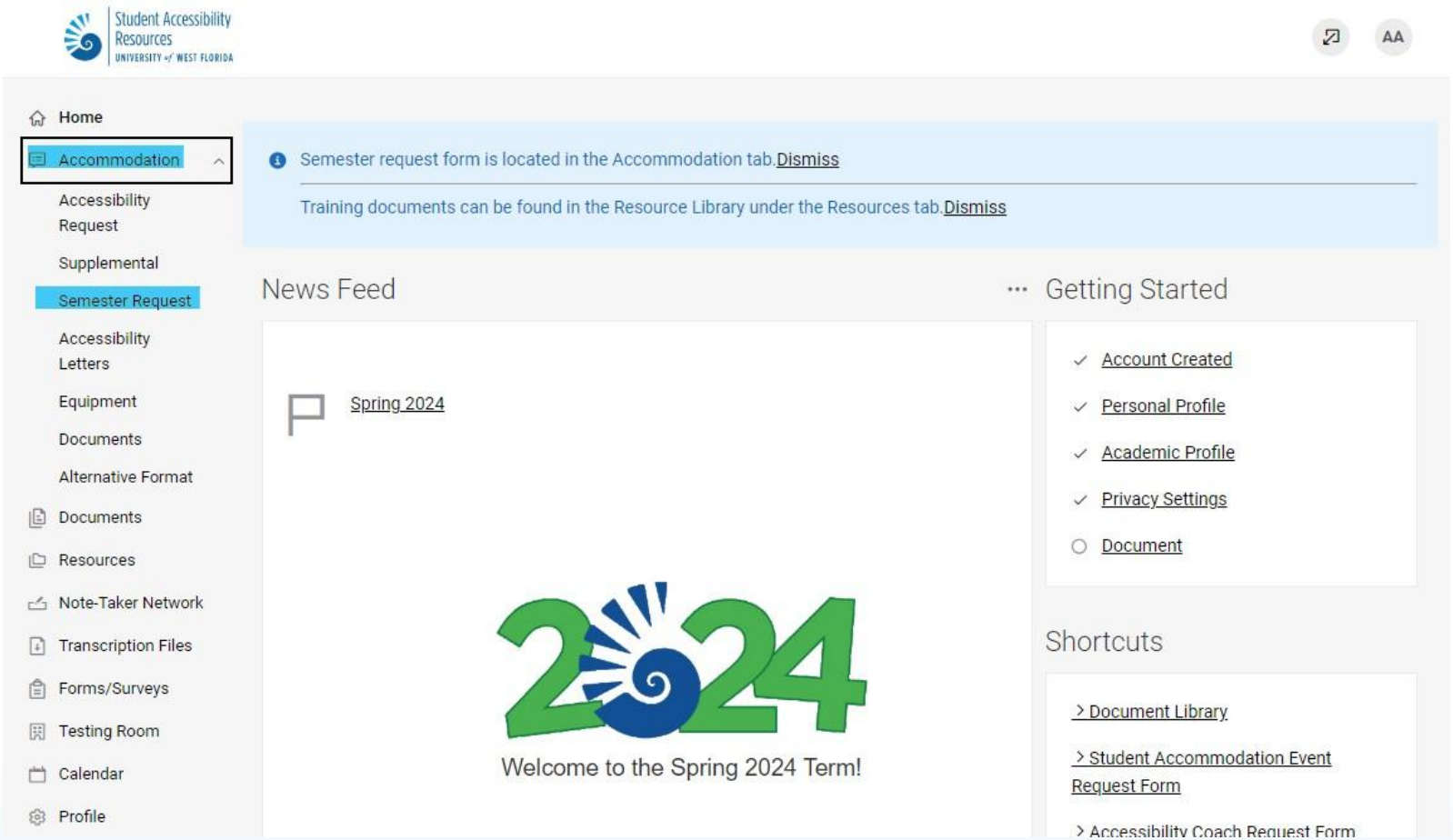
How to Submit a Semester Request

Student Accessibility Resources (SAR)

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

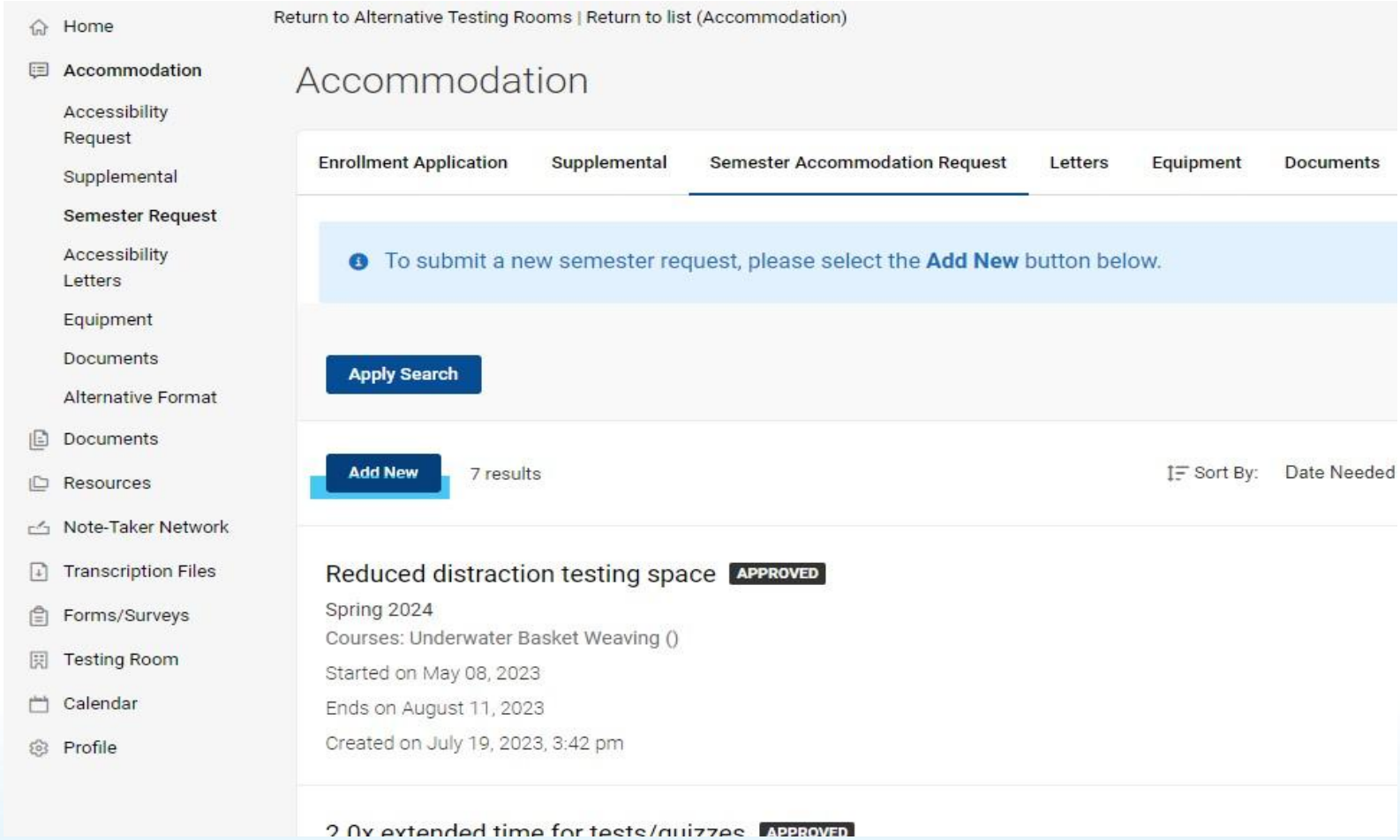


Once in Accommodate, the **Semester Request** form can be found under the **Accommodation** tab to the left of the page.

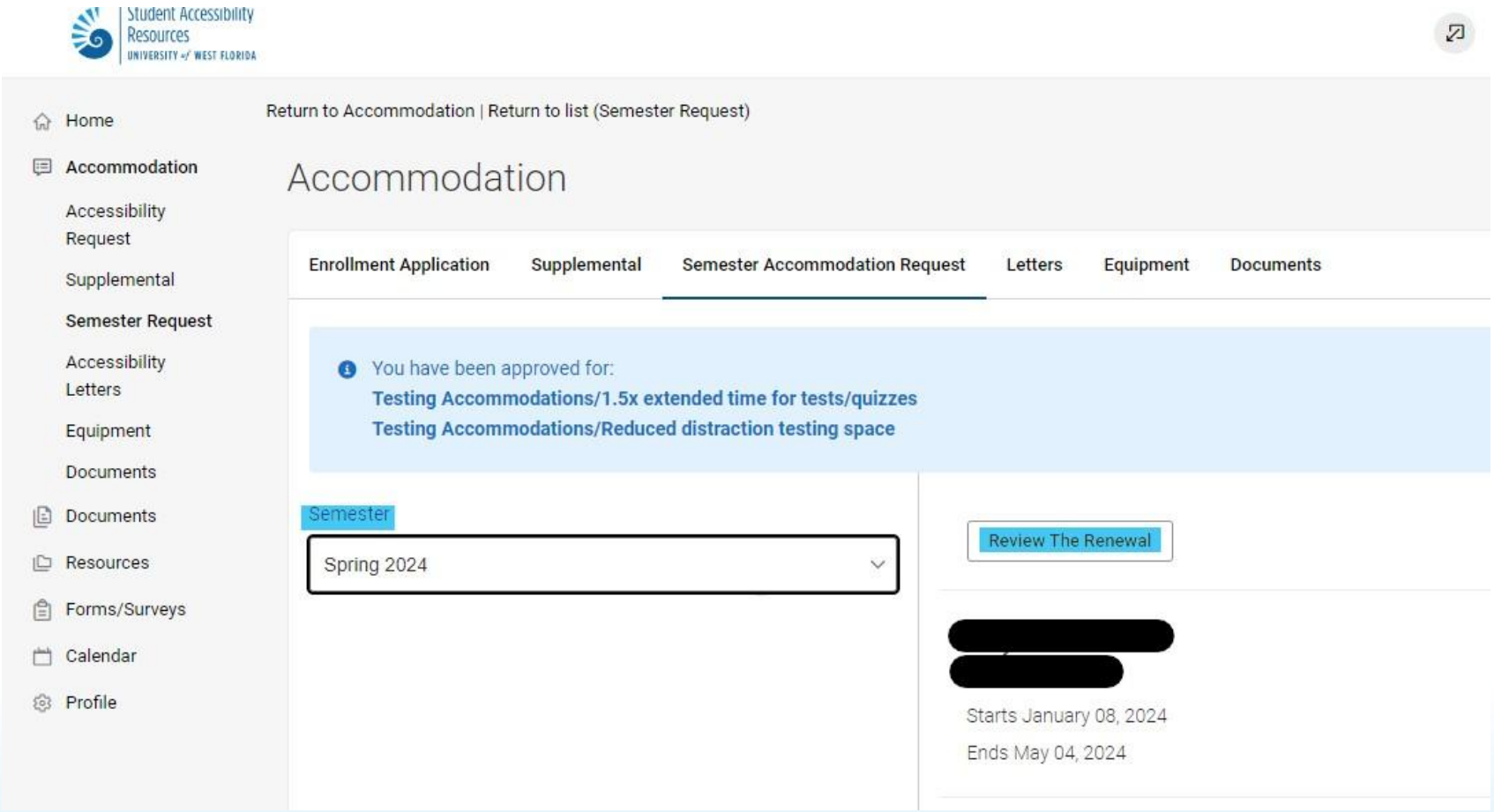


To begin the Semester Accommodation Request, click **“Add New.”**

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



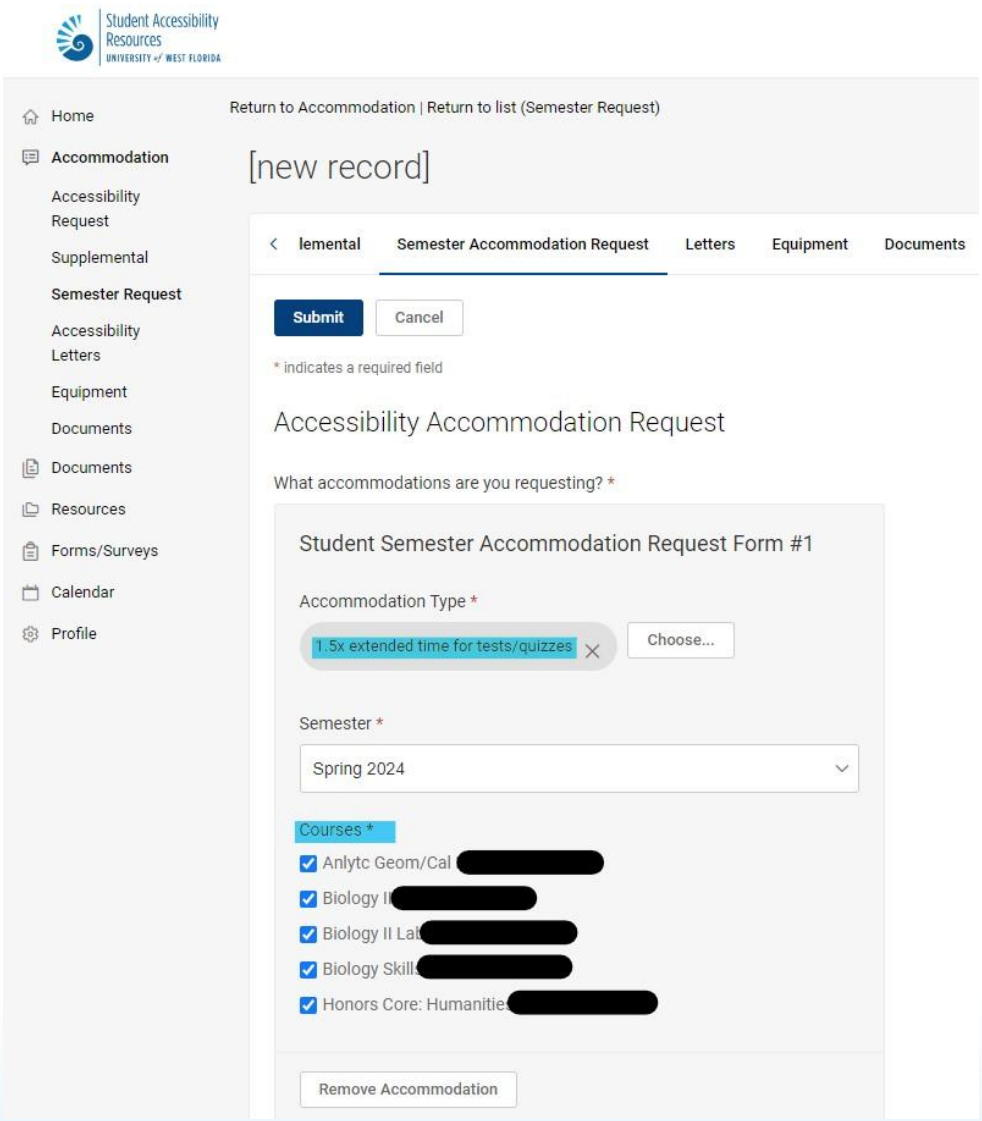
Select the **semester** for which you are filling out the form from the drop down menu
Select **“Review the Renewal”** on the right side.



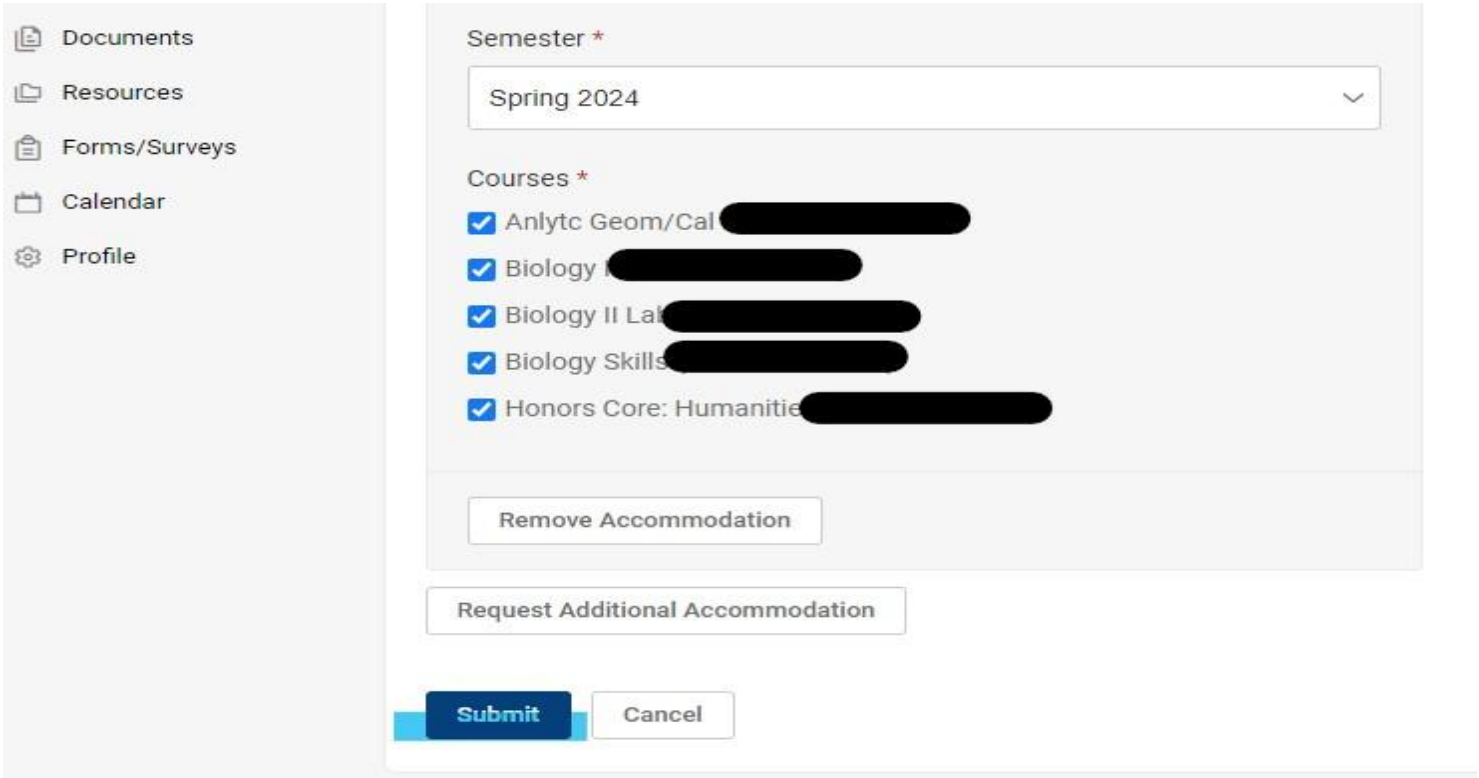
Review the Accommodation Type and Courses selected

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



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



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