

**Office of Accessibility, Resources,  
and Services (OARS)**  
**Semester Request Renewal Process**



---

Students must renew their accommodation memos each semester to ensure accommodations remain active and are shared with current instructors.

Piedmont University uses **Accommodate**, an online platform that allows students to:

- View and access their approved accommodation memos
- Submit semester accommodation renewal requests
- Request exam proctoring using approved testing accommodations
- Review previously submitted documentation and related materials

Accommodate uses a single sign-on system; students log in using their Piedmont University email address and password.

**Accommodate Student Login Link:**

<https://piedmont-accommodate.symplicity.com/students>

Once a semester renewal request is submitted, the **Office of Accessibility, Resources, and Services (OARS)** will review and process the request. After approval:

- The accommodation memo is automatically sent through Accommodate to the student and their instructors for that semester
- Both students and faculty will digitally acknowledge receipt within the platform.

Accommodations are not retroactive, so students are encouraged to submit renewal requests as early as possible each semester to ensure timely access to approved supports.

If a student's needs change at any point during the semester or academic year, they should contact OARS promptly to discuss possible updates through an interactive process.

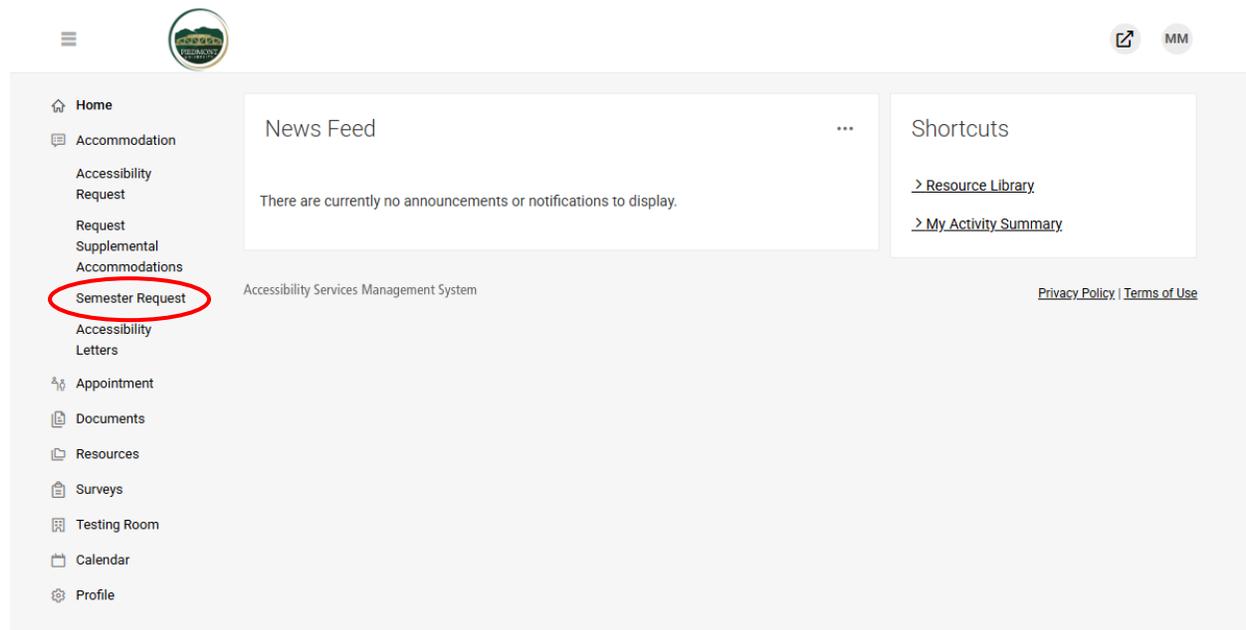
Documentation on file must demonstrate the ongoing nature of a disability and the need for accommodations and is reviewed with each semester request. OARS may request additional or updated documentation when clarification is needed to determine appropriate accommodations.

Students with questions or who need assistance with the renewal process are encouraged to reach out to the OARS office for support.

### Step-by-step instructions

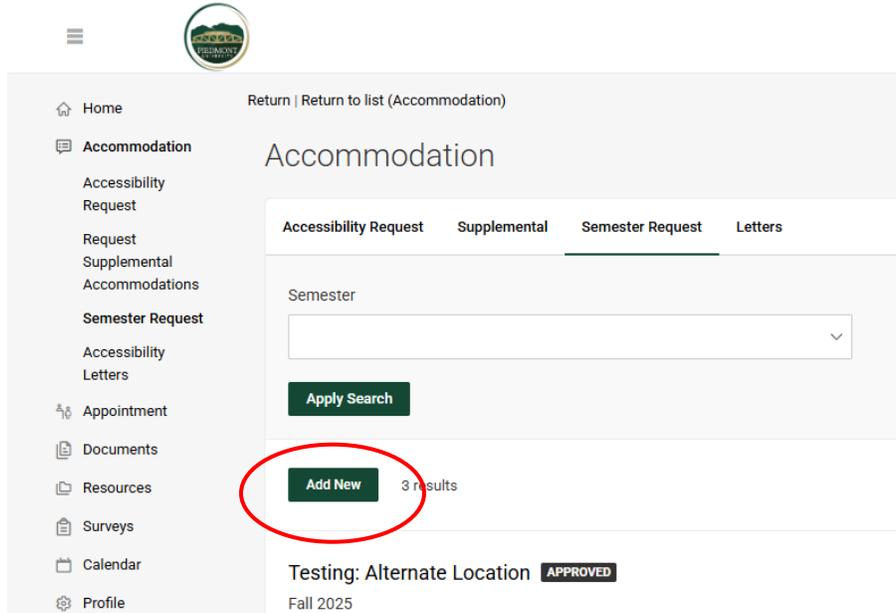
#### Step 1:

Log in using the link above. Once the dashboard loads, locate the menu on the left side of the screen. Select **“Accommodation,”** then choose **“Semester Request”** from the drop-down options.



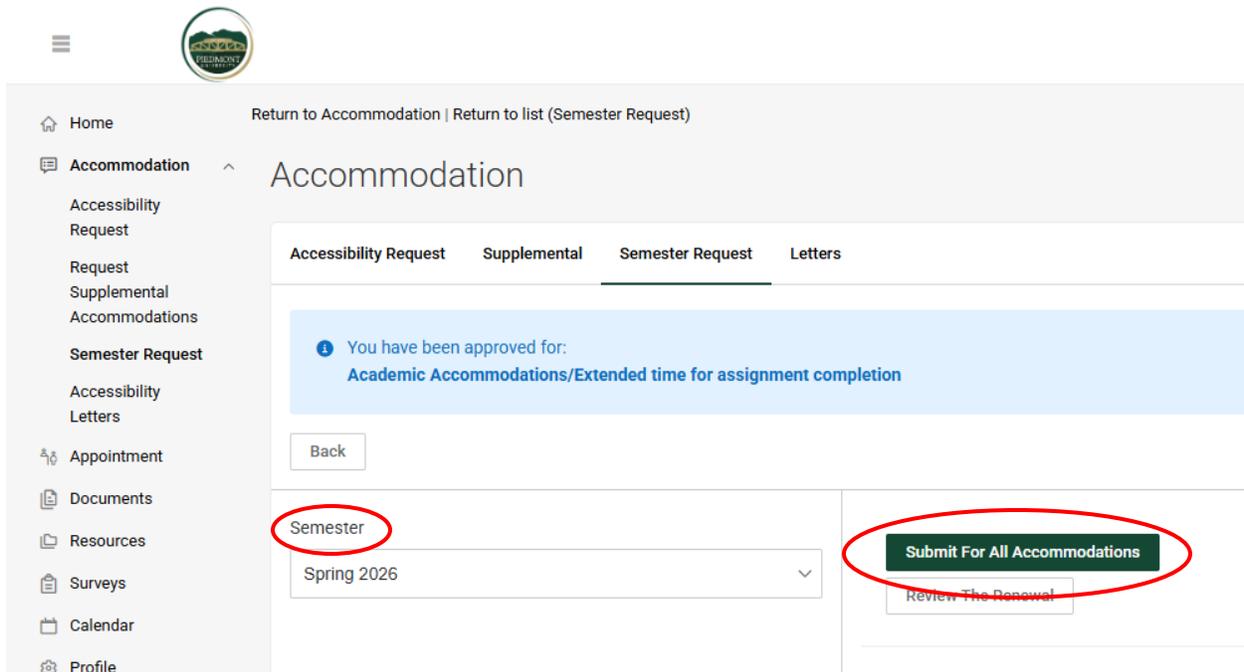
## Step 2:

Click the **“Add New”** button (highlighted in green) to begin your semester renewal request.



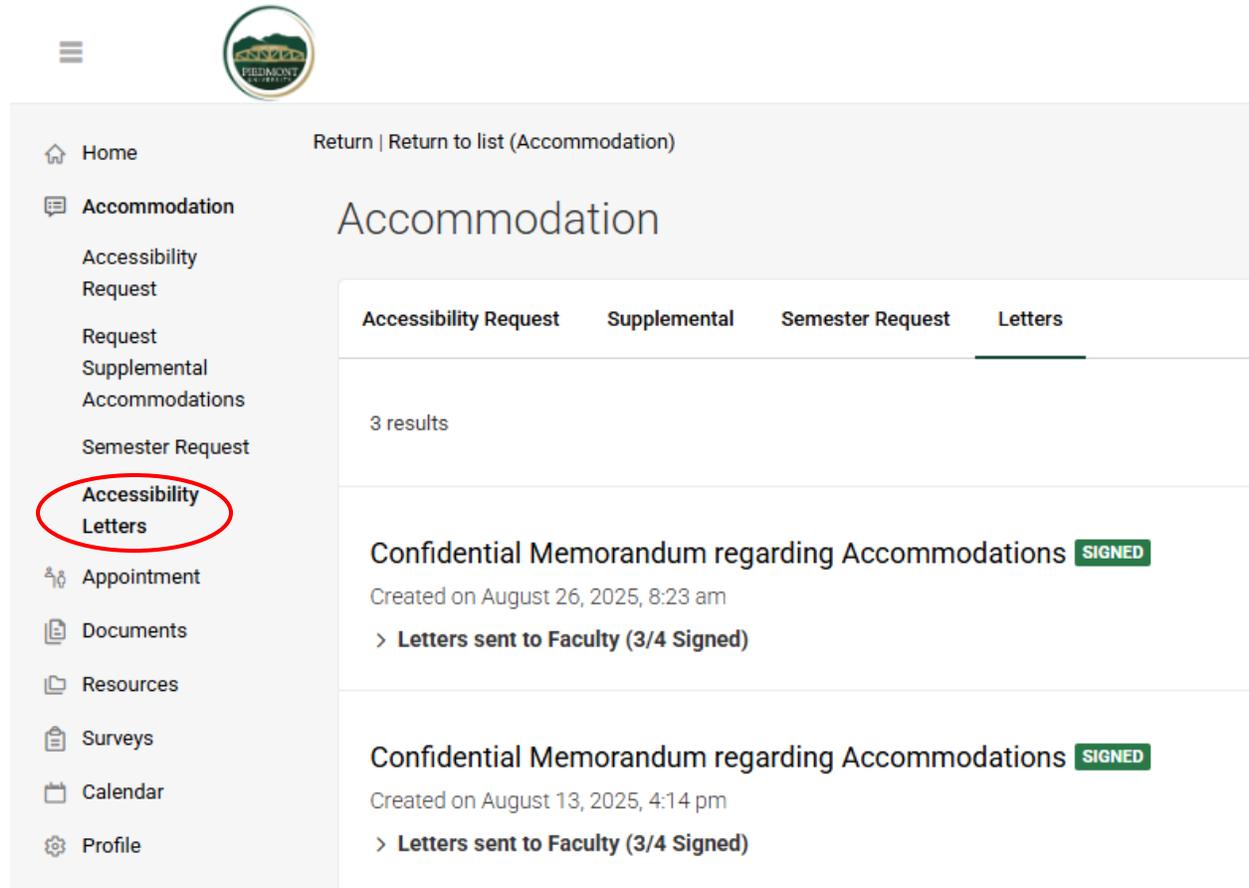
## Step 3:

Your approved accommodations eligible for renewal will appear. From the **Semester** drop-down, select the semester you are requesting, then click **“Submit For All Accommodations.”**



You have now successfully submitted your semester accommodation renewal request. The Office of Accessibility, Resources, and Services (OARS) will review and process requests in the order they are received. Once approved, you and your instructors for the semester will receive your accommodation memo through Accommodate, and you will be prompted to log back into the system to digitally acknowledge the memo.

You may view your accommodation letters at any time during the semester by selecting **“Accessibility Letters”** from the left-hand menu in your Accommodate dashboard.



The screenshot shows the Accommodate dashboard interface. At the top left, there is a hamburger menu icon and the Redmont College logo. Below the logo is a navigation sidebar with the following items: Home, Accommodation, Accessibility Request, Request Supplemental Accommodations, Semester Request, **Accessibility Letters** (circled in red), Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and includes a breadcrumb 'Return | Return to list (Accommodation)'. Below the title are tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', and 'Letters'. The 'Letters' tab is selected, showing '3 results'. Two entries are visible, both titled 'Confidential Memorandum regarding Accommodations' with a 'SIGNED' status. The first entry was created on August 26, 2025, at 8:23 am and has a link '> Letters sent to Faculty (3/4 Signed)'. The second entry was created on August 13, 2025, at 4:14 pm and also has a link '> Letters sent to Faculty (3/4 Signed)'.

**Please note:** If you add a course during the Drop/Add period after submitting your accommodation request, you will need to contact the OARS office so we can ensure your new instructor(s) receive a copy of your accommodation memo.