**Accommodate Step-by-Step Guide:**

**Semester Request**

Should you have any questions, comments, or need clarification on any of the necessary steps, please don’t hesitate to stop by our Office, or call us at (843) 349-2503.

1. Open a web browser (Google Chrome, Firefox, Safari, Internet Explorer)
2. Go to this URL: [https://coastal-accommodate.symplicity.com/](https://coastal-accommodate.symplicity.com/)
1. Select **Semester Request** under the **Accommodation** tab drop down list.

2. Click **Add New**.
3. You will see your approved accommodations listed. Select the semester from the drop down list and click **Submit For All Accommodations** on the right side.