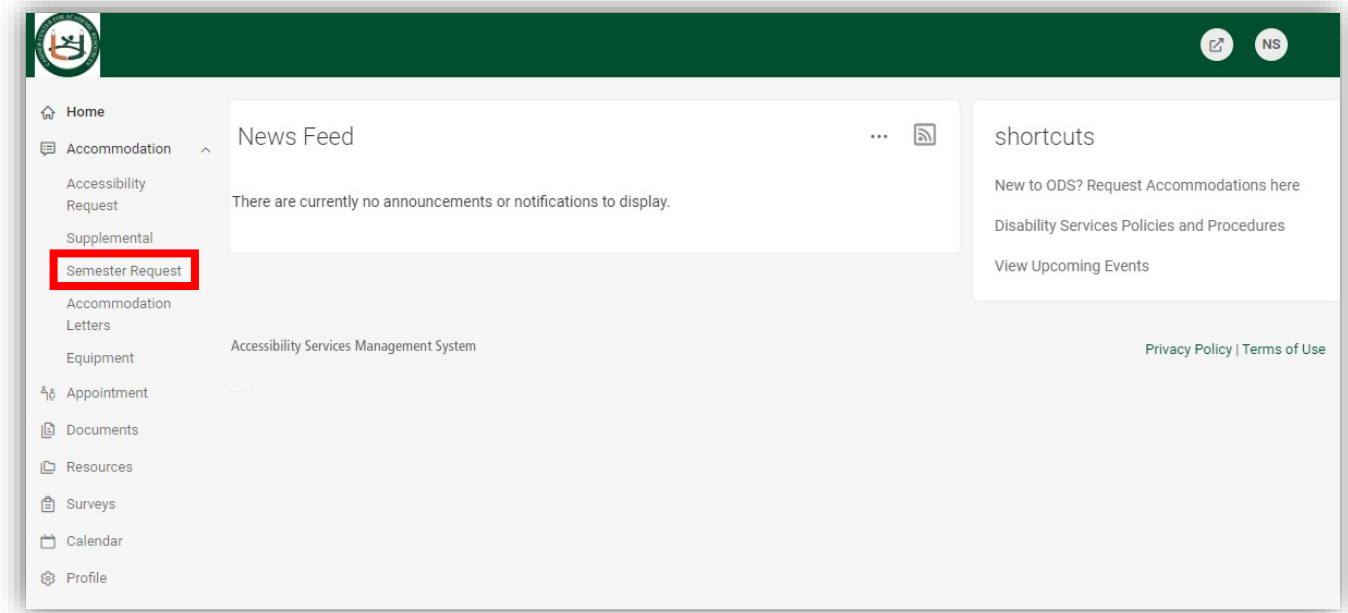


Accommodate Step-by-Step Guide: **Semester Request**

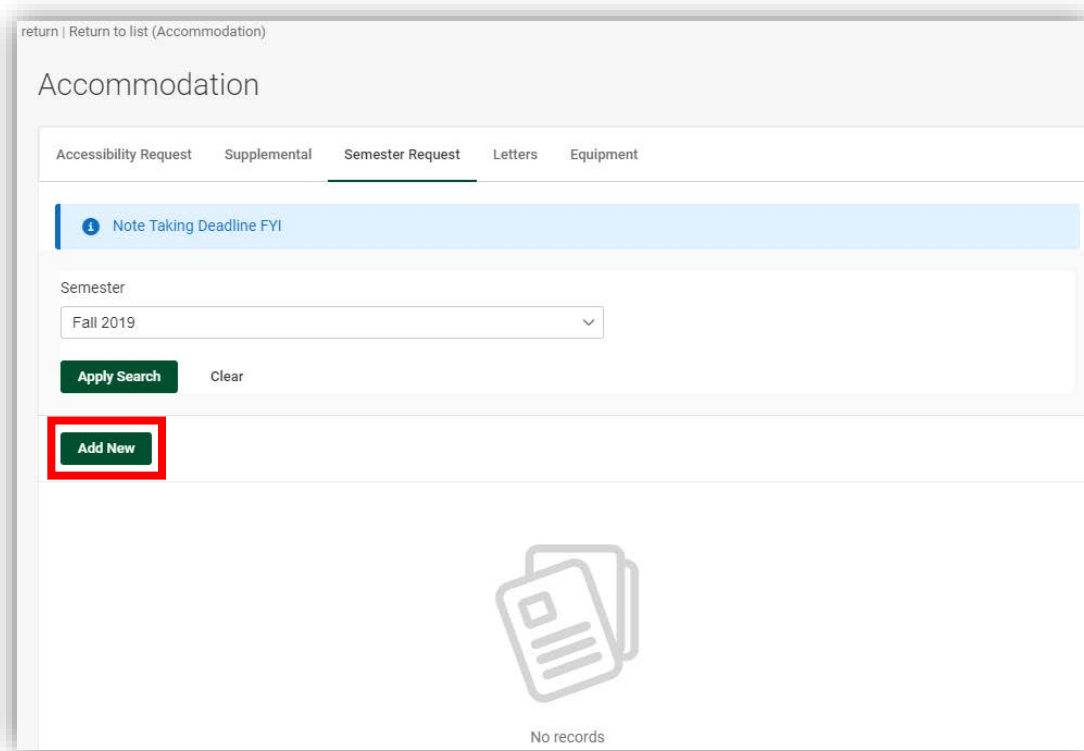
Should you have any questions, comments, or need clarification on any of the necessary steps, please don't hesitate to stop by our Office, or call us at (843) 349-2503.

1. Open a web browser (Google Chrome, Firefox, Safari, Internet Explorer)
2. Go to this URL: <https://coastal-accommodate.symplicity.com/>

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.

The screenshot displays the 'Accommodation' page in the Accessibility Services Management System. The page title is 'Accommodation' and the breadcrumb trail is 'Return to Accommodation | Return to list (Semester Request)'. The left sidebar contains navigation options: Home, Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has tabs for 'Accessibility Request', 'Supplemental', 'Semester Request', 'Letters', and 'Equipment'. A blue notification banner states: 'You have been approved for: Extended time on examinations/1.5 Notetaking'. Below this, there is a 'Semester' dropdown menu currently set to 'Fall 2019' and a 'Back' button. A green button labeled 'Submit For All Accommodations' is highlighted with a red rectangle. To its right is a 'Review The Renewal' button. The footer includes 'Accessibility Services Management System' and 'Privacy Policy | Terms of Use'.