

How to Complete a Semester Request (renew an accommodation letter)

- 1) Go to the DSS website (www.montgomerycollege.edu/dss), access the DSS Student Information and Resources page, either by clicking on “New and Returning Students” on the main DSS page, or by clicking on “Student Information and Resources” in the link menu.

Disability Support Services

Welcome to the MC Office of Disability Support Services (DSS). Montgomery College is committed to radical inclusion and creating learning environments that are accessible and inclusive for all students, including those with disabilities. Accessibility is not only required by law; it is the right and smart thing to do.

DSS leads the effort to promote full participation and equal access to educational opportunities, programs and campus activities. DSS provides accommodations and support services for students with disabilities and educates the larger College community on disability related issues. When we celebrate and empower diversity at Montgomery College, we recognize and value disability as a distinct aspect of our diverse community.



COVID/Remote Operations

Information on remote operations.

[Learn More](#) →



New and Returning Students

Access and services for students.

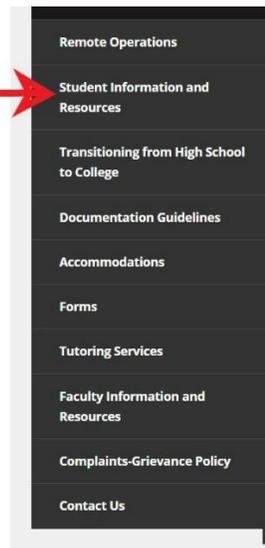
[Learn More](#) →



Faculty and Staff

Guidelines, information, and resources for faculty.

[Learn More](#) →

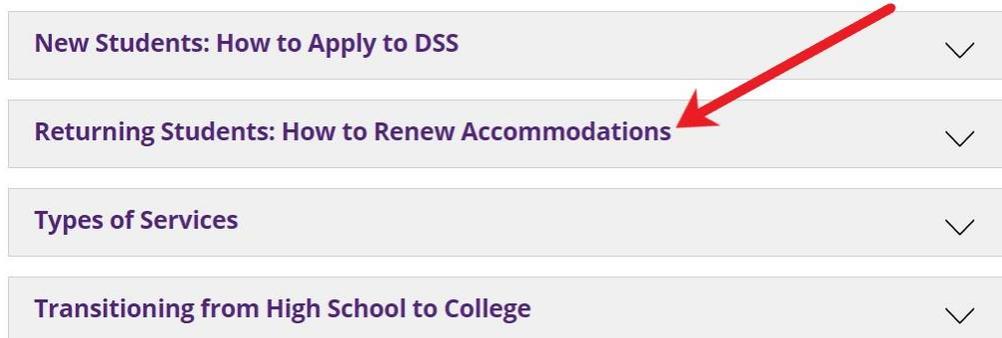


- 2) On the “DSS Student Information and Resources” page, select the “Returning Students: How to Renew Accommodations” option to expand the menu.

DSS Student Information and Resources

DSS provides comprehensive services including counseling and advising, accommodations and academic adjustments, assistive technology, and tutoring. **Accommodations** are determined on a case-by-case basis and may include extended time, note-taking assistance, sign language interpreting services, and alternative formats for printed materials.

Each campus offers assistive technology, including computers with disability-specific software and hardware, voice recognition and synthesizers, print magnifiers and scanners, large print, and Braille, as well as individual tutorial support.



3) Click on the “Semester Request” link to access Accommodate. This will open a MyMC sign-in screen.

Returning Students: How to Renew Accommodations

Returning students can request accommodations/services by completing a **Semester Request**  at least 2 weeks before the start of the semester to ensure timely service. Requests should be made before the Fall, Winter, Spring, and Summer semesters. Fall and Spring letters cover the first and second bi-term of each semester. Summer letters cover both Summer I and Summer II sessions.

Requests for accommodations and services will be processed as rapidly as possible if submitted after the deadline.

This form is for Returning DSS students only. If you have not identified to DSS or worked with a DSS counselor at MC before, please **apply for services**  or contact the main DSS office at 240-567-5058.

1. Video instructions about how to complete a Semester Request are available **here**.
2. Step-by-step written instructions about how to complete a Semester Request are available

4) Login to your Accommodate account using your MyMC username and password.

[Class Schedules](#) | [Return to Campus](#) | [Vaccine Requirements](#) | [Health Self-Assessment](#) | [Donate to Scholarships](#)

MC MONTGOMERY COLLEGE 

Enter your MyMC ID and Password

[Sign In](#)

[Forgot Password](#) | [Find your MyMC ID](#) | [Claim Your Account](#) | [My Account](#) | [Password Reset](#)



REGISTER & PAY ON TIME

May 31, 2022:
Summer I classes begin.

June 21, 2022:
Midsummer classes begin. 

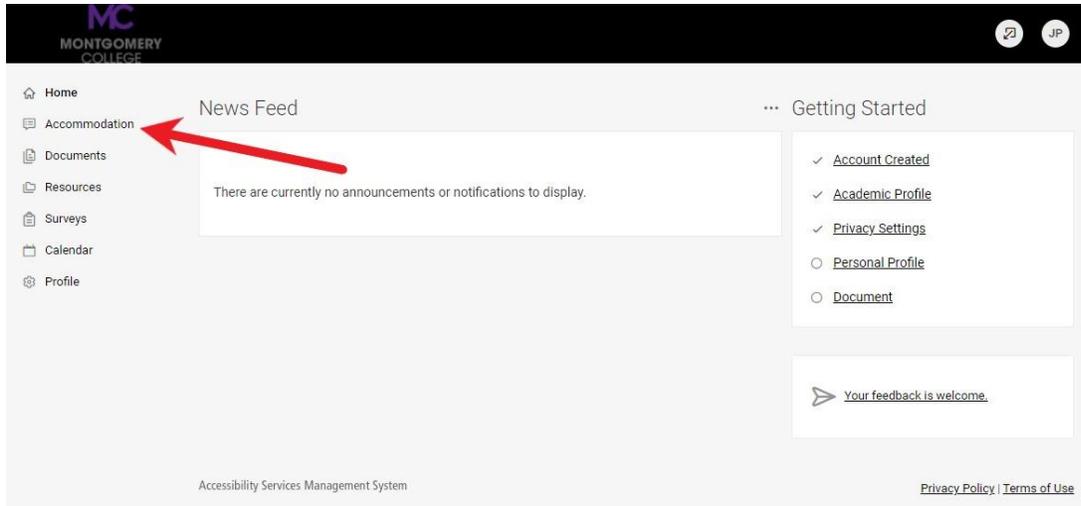
July 11, 2022:
Summer II classes begin.

August 29, 2022: Fall classes begin.

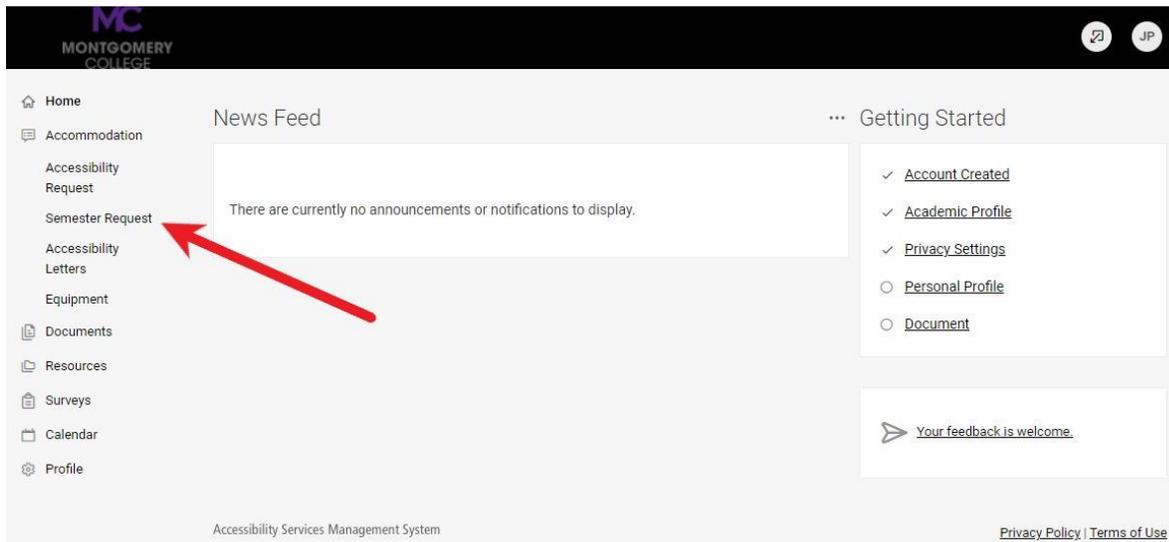
[LEARN MORE](#)



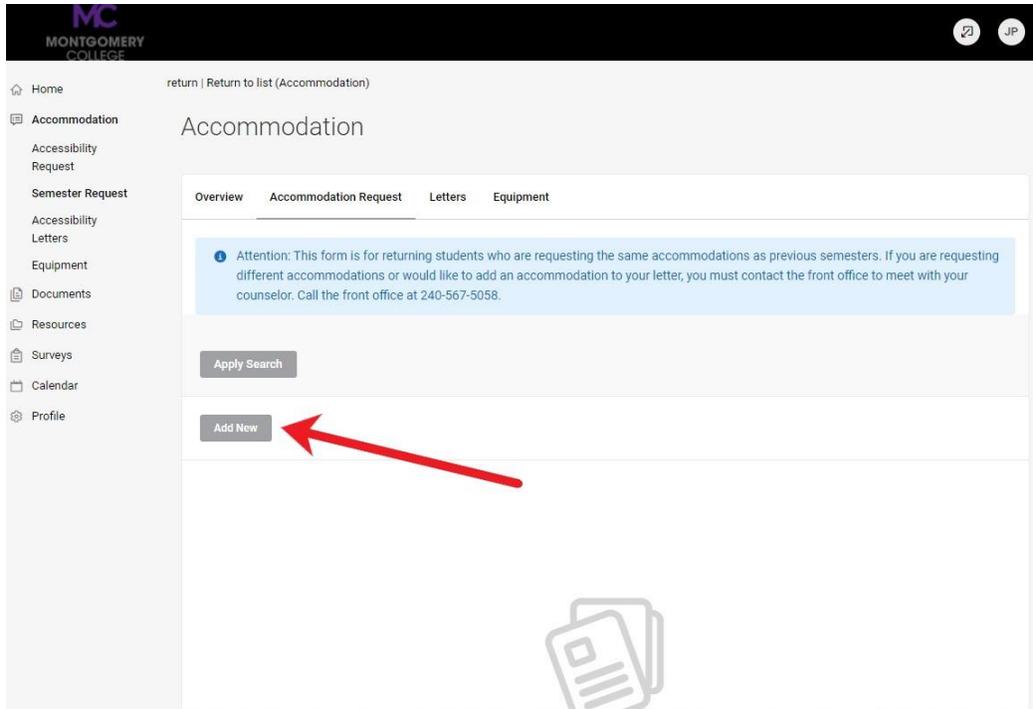
- 5) From the main Accommodate page, click on “Accommodation” in the left side menu. It is the second option in the menu.



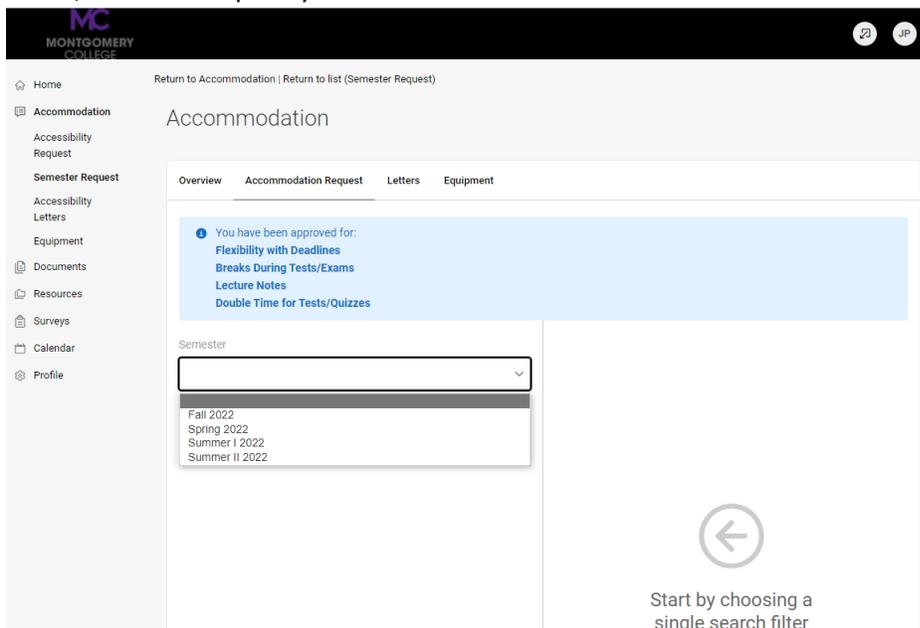
- 6) In the Accommodation menu that opens, click on “Semester Request” option. It is the second option in the sub-menu.



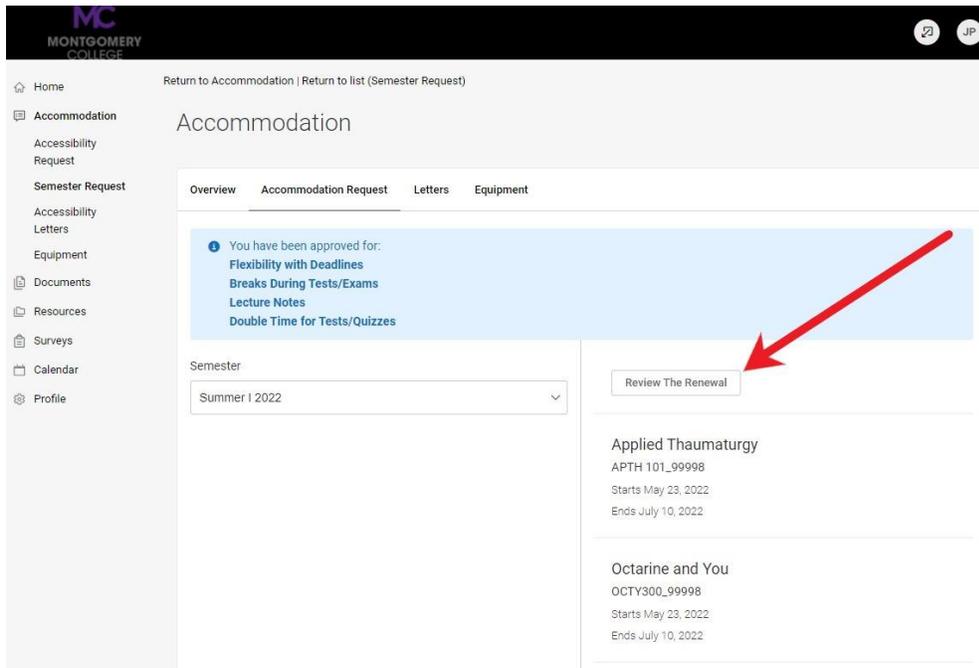
7) This will open the Accommodation Request screen. Click on the “Add New” button toward the middle of the screen.



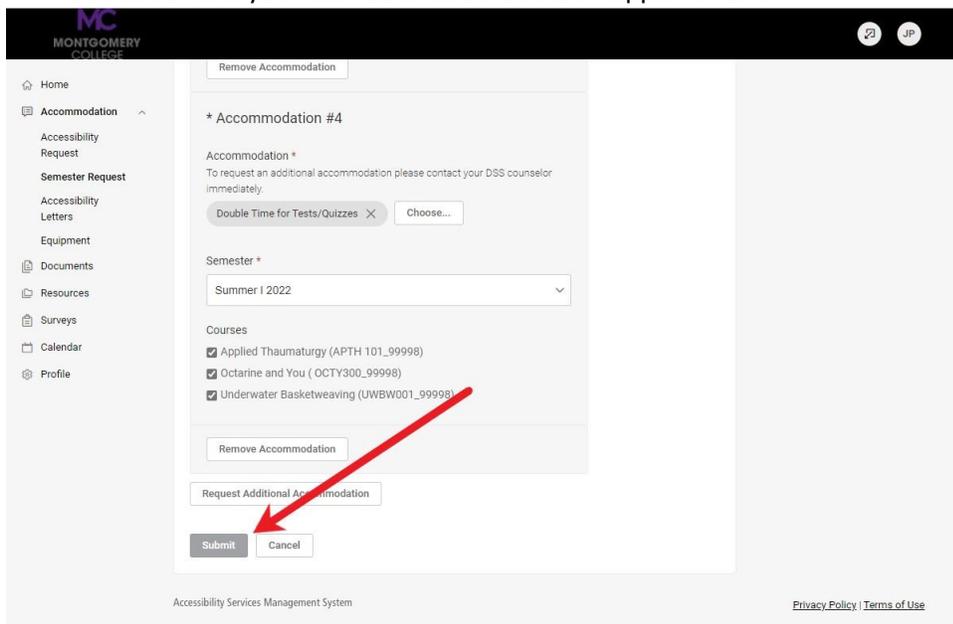
8) The next screen will list the accommodations that you are approved for. Below this list is a selection box with a drop-down menu. Select the semester for which you are requesting an accommodation letter renewal. NOTE – if you have registered for more than one semester at a time, you should request your letters one at a time. For example if you are registered for Summer and Fall you should request your Summer letter, wait for the letter to arrive, and then request your Fall letter.



- 9) Once you have selected the semester, your classes should appear on the right hand side of the screen. (If the information is inaccurate, please continue with the process anyway. You can take a screenshot of the incorrect information and email it to dss@montgomerycollege.edu to help us identify problems.) Click on the “Review The Renewal” button above the list of classes.



- 10) The next screen will list each accommodation for which you are approved. Scroll to the bottom of the screen and click on the “Submit” button. NOTE: The “Request Additional Accommodation” button does not allow you to add accommodations that are not already approved for you. If you want to add new accommodations, you will need to contact your counselor to schedule an appointment.



- 11) The screen will show a list of the accommodations that you requested to have renewed for the semester. Your request has been submitted, and your counselor will email your accommodation letter to you when they have processed your request. Reminder – if you need to request letters for more than one semester at a time you should submit a request for the first semester, wait for the letter to arrive, and then submit a request for the second letter.

The screenshot shows the Montgomery College Accommodation portal. At the top, there is a navigation bar with the college logo and user initials 'JP'. Below the navigation bar, there is a sidebar menu with options: Home, Accommodation, Accessibility Request, Semester Request, Accessibility Letters, Equipment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Accommodation' and has tabs for Overview, Accommodation Request, Letters, and Equipment. A blue alert box contains the following text: 'Attention: This form is for returning students who are requesting the same accommodations as previous semesters. If you are requesting different accommodations or would like to add an accommodation to your letter, you must contact the front office to meet with your counselor. Call the front office at 240-567-5058.' Below the alert box is an 'Apply Search' button. Further down, there is an 'Add New' button, a '4 Results' indicator, and a 'SORT BY: Date Needed' dropdown menu. The first result is titled 'Lecture Notes' for 'Summer I 2022', listing courses: Octarine and You (OCTY300_99998), Applied Thaumaturgy (APTH 101_99998), and Underwater Basketweaving (UWBW001_99998). It also includes dates: 'Started on May 23, 2022', 'Ends on July 10, 2022', and 'Created on May 06, 2022, 4:10 pm'. The second result is titled 'Flexibility with Deadlines' for 'Summer I 2022'.