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.
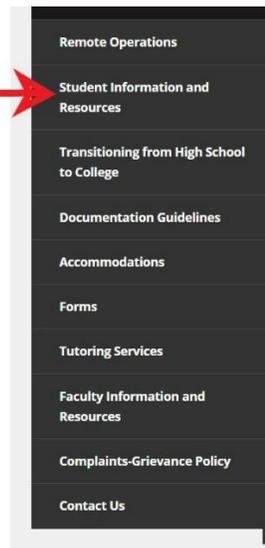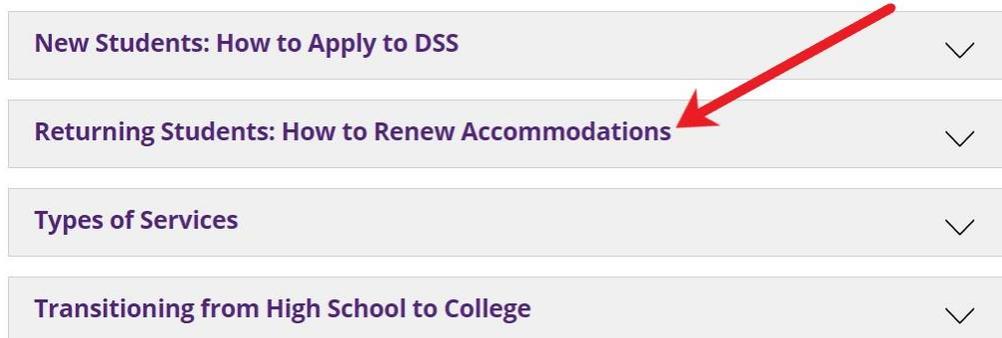

2) On the "DSS Student Information and Resources" page, select the "Returning Students: How to Renew Accommodations" option to expand the menu.

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

MyMC

Enter your MyMC ID and Password

👤 User Name   🔒 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.

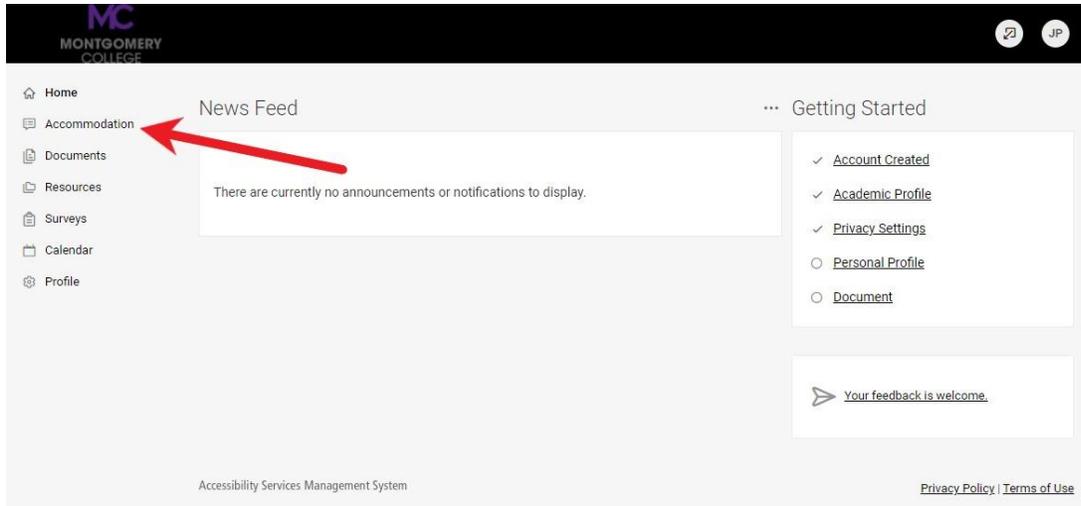**June 21, 2022:** Midsummer classes begin.

July 11, 2022: Summer II classes begin.

August 29, 2022: Fall classes begin.

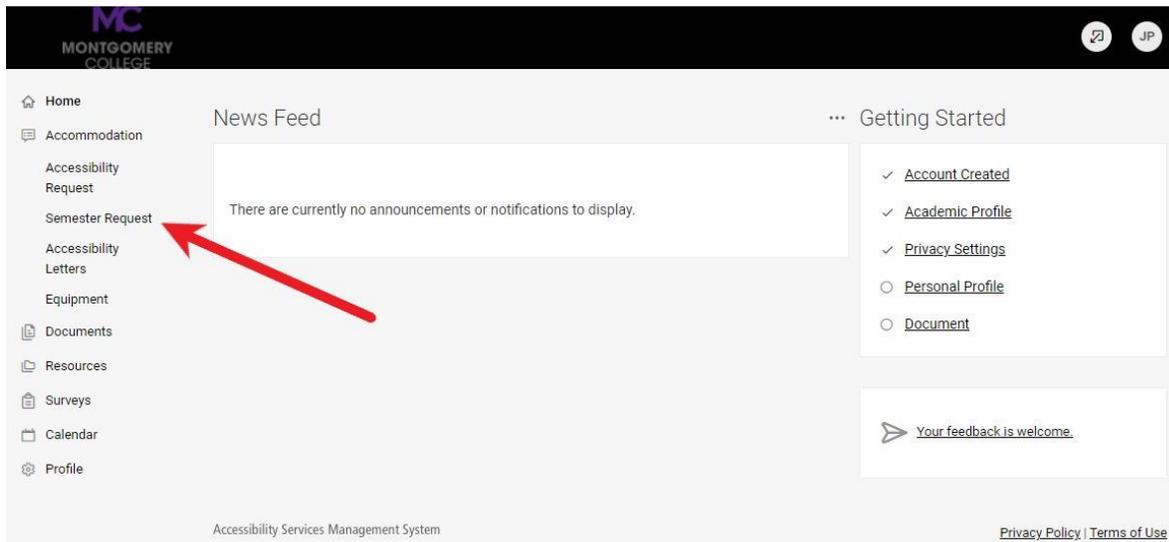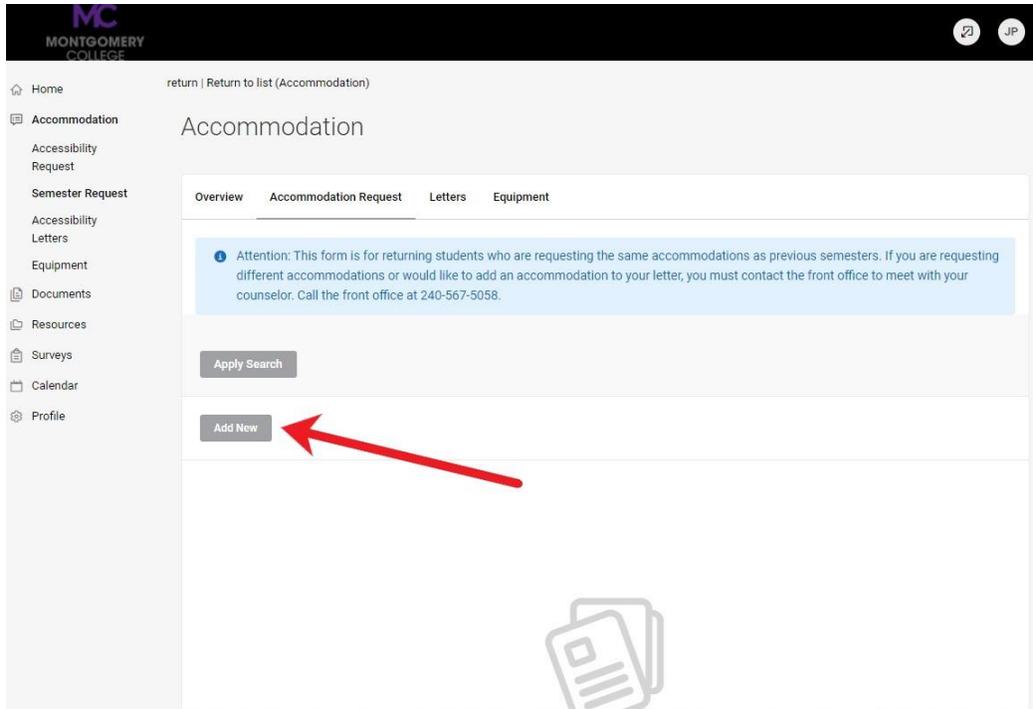**LEARN MORE**

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.
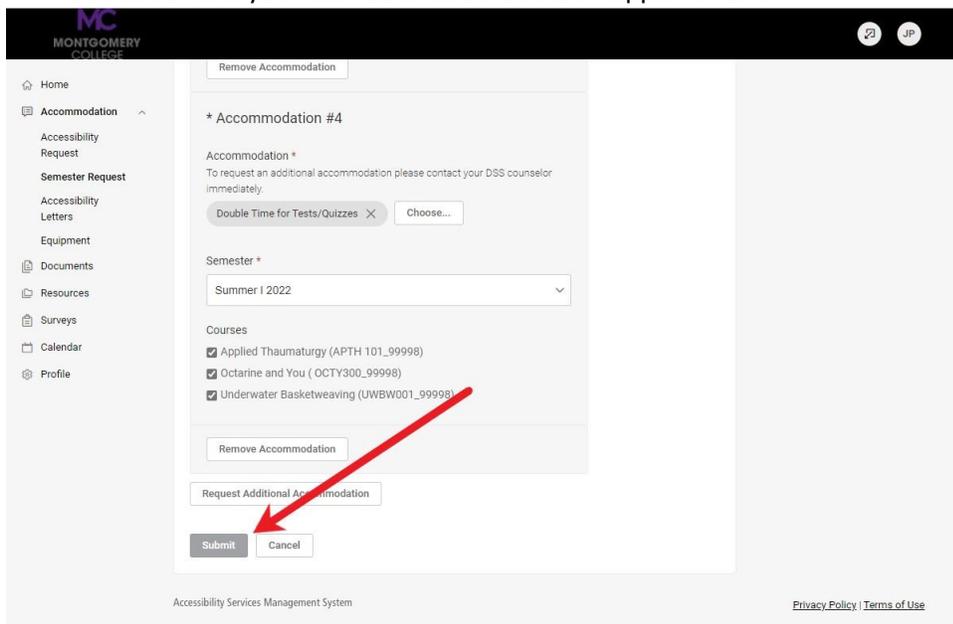

8) The next screen will list the accommodations that you are approved for. Below this list is a selection box with a drop-down menu. Select the semester for which you are requesting an accommodation letter renewal. NOTE – if you have registered for more than one semester at a time, you should request 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.
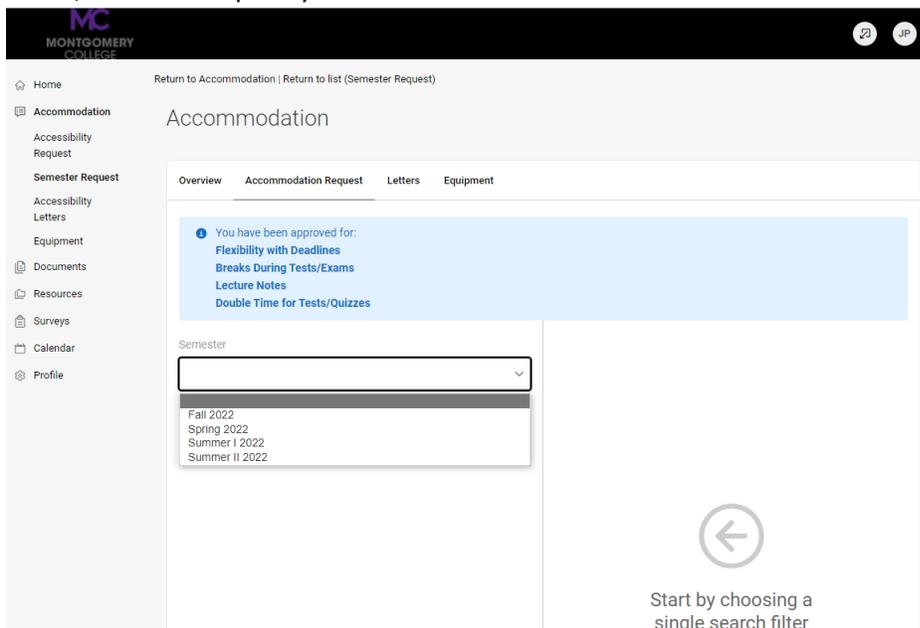
9)   Once you have selected the semester, your classes should appear on the right hand side of the screen. (If the information is inaccurate, please continue with the process anyway. You can take a screenshot of the incorrect information and email it to dss@montgomerycollege.edu to help us identify problems.) Click on the "Review The Renewal" button above the list of classes.
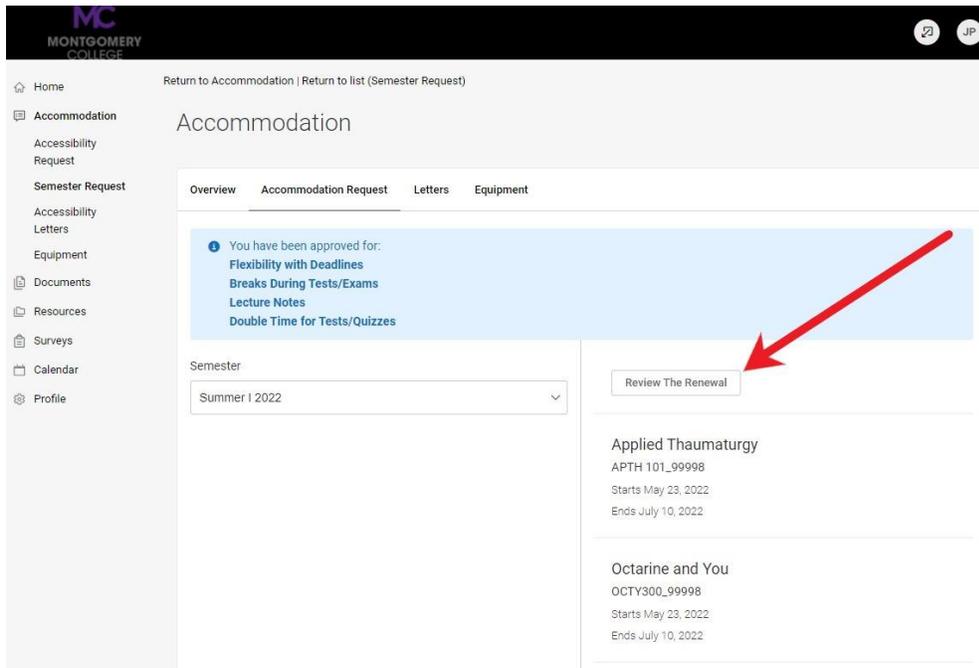
10) The next screen will list each accommodation for which you are approved. Scroll to the bottom of the screen and click on the "Submit" button. NOTE: The "Request Additional Accommodation" button does not allow you to add accommodations that are not already approved for you. If you want to add new 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.