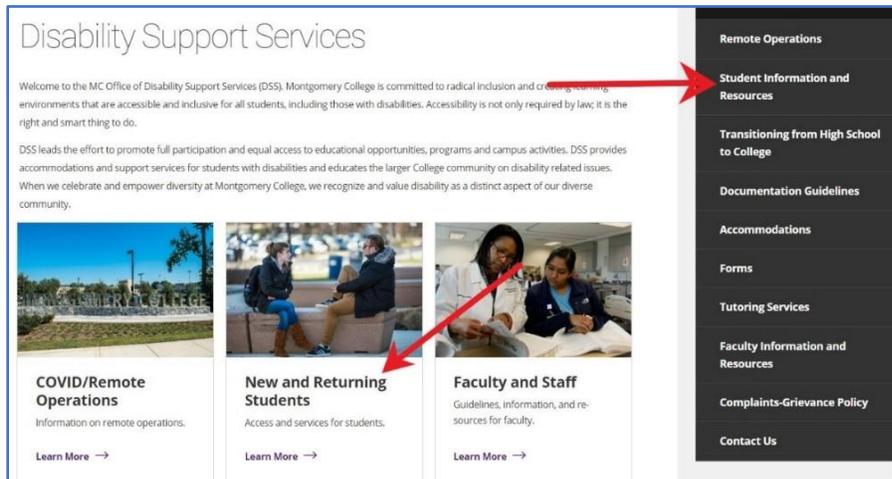
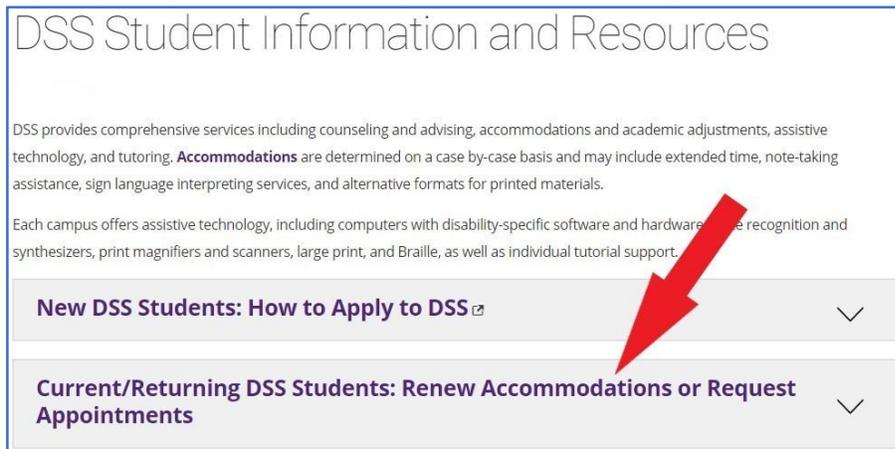


How to Request an Appointment online through Accommodate

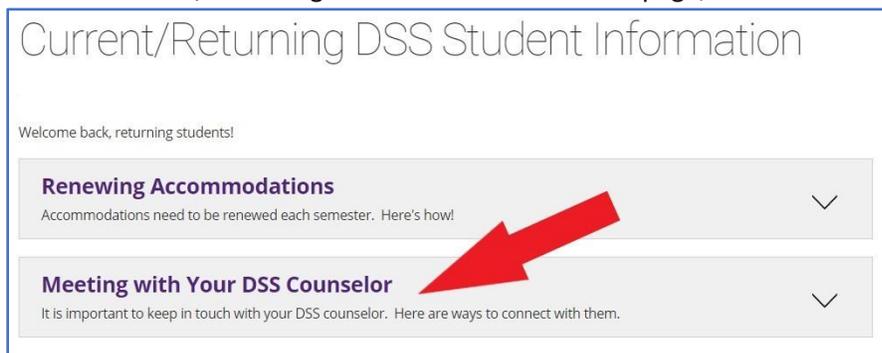
- 1) Go to the [DSS website](#), access the DSS Student Information and Resources page either by clicking on “New and Returning Students” on the main DSS page, or by clicking on “Student Information and Resources” in the link menu.



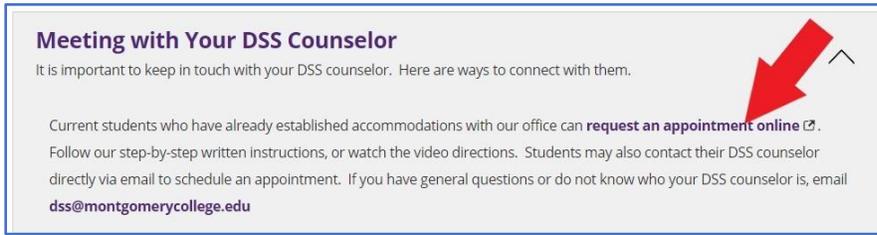
- 2) On the “DSS Student Information and Resources” page, select the “Current/Returning DSS Students: Renew Accommodations or Request Appointments” tab. Clicking on the text of the tab will take you straight to the page. Opening the tab will direct you to a link for the page.



- 3) On the “Current/Returning DSS Student Information” page, click on the “Meeting with Your DSS Counselor” tab.



4) When the tab opens, click on the **request an appointment online** link. This will open a MyMC sign-in screen.



Meeting with Your DSS Counselor
It is important to keep in touch with your DSS counselor. Here are ways to connect with them.

Current students who have already established accommodations with our office can **request an appointment online**. Follow our step-by-step written instructions, or watch the video directions. Students may also contact their DSS counselor directly via email to schedule an appointment. If you have general questions or do not know who your DSS counselor is, email dss@montgomerycollege.edu

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



MC MONTGOMERY COLLEGE MyMC

Enter your MyMC ID and Password

User Name Password Sign In

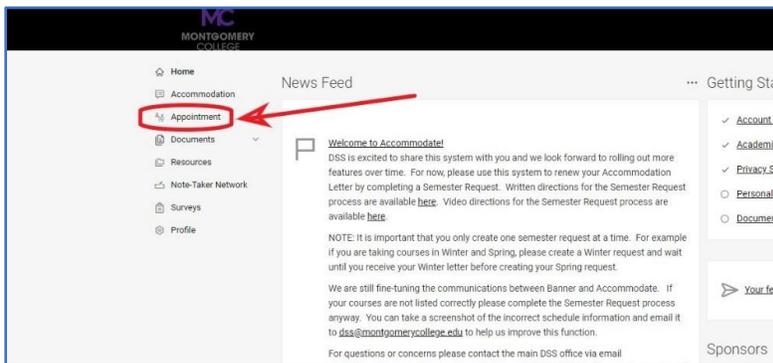
Forgot Password | Find your MyMC ID | Claim Your Account | My Account | Password Reset

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

6) From the main Accommodate page, click on “Appointment” in the left side menu. It is the third option in the menu.



MC MONTGOMERY COLLEGE

Home Accommodation **Appointment** Documents Resources Note-Taker Network Surveys Profile

News Feed

Welcome to Accommodate!

DSS is excited to share this system with you and we look forward to rolling out more features over time. For now, please use this system to renew your Accommodation Letter by completing a Semester Request. Written directions for the Semester Request process are available [here](#). Video directions for the Semester Request process are available [here](#).

NOTE: It is important that you only create one semester request at a time. For example if you are taking courses in Winter and Spring, please create a Winter request and wait until you receive your Winter letter before creating your Spring request.

We are still fine-tuning the communications between Banner and Accommodate. If your courses are not listed correctly please complete the Semester Request process anyway. You can take a screenshot of the incorrect schedule information and email it to dss@montgomerycollege.edu to help us improve this function.

For questions or concerns please contact the main DSS office via email

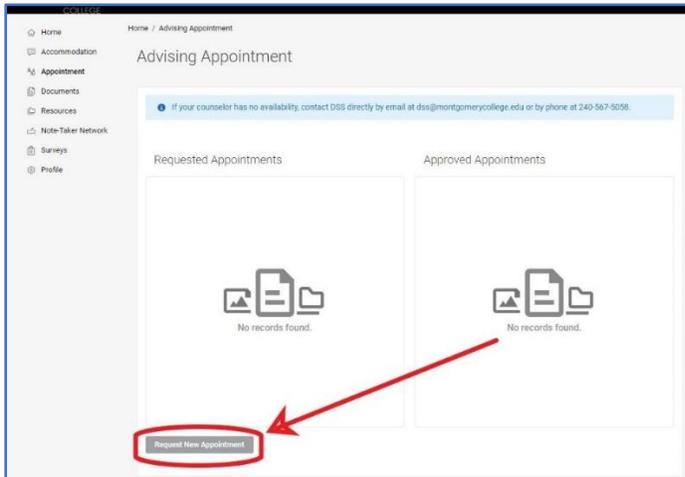
Getting Started

- Account C
- Academic
- Privacy Se
- Personal F
- Document

Your fee

Sponsors

7) In the Advising Appointment menu that opens, you will see a list of requested and approved appointments. If this is your first time requesting an appointment, these sections will be blank. Scroll to the bottom of the screen and click on “Request New Appointment.”



COLLEGE Home / Advising Appointment

Advising Appointment

if your counselor has no availability, contact DSS directly by email at dss@montgomerycollege.edu or by phone at 240-567-8058.

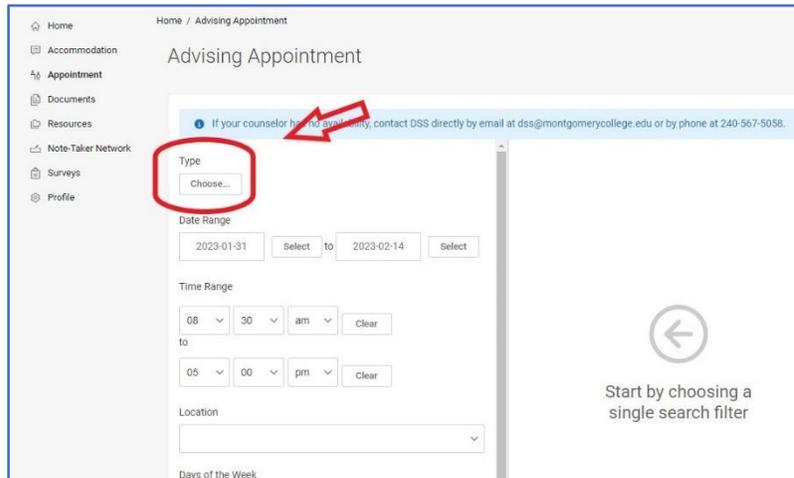
Requested Appointments Approved Appointments

No records found. No records found.

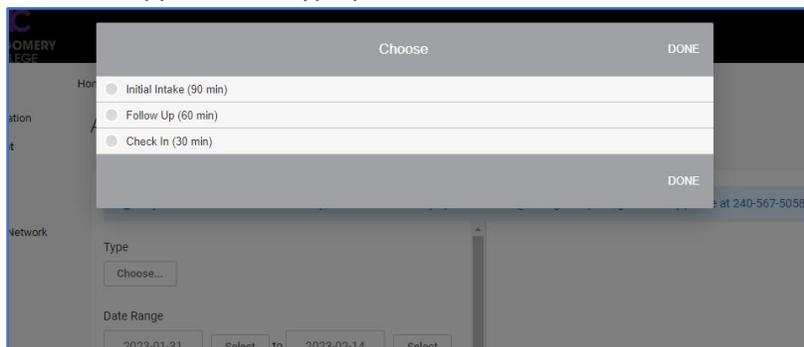
Request New Appointment

8) You must select an appointment type. Your choices are:

- Initial Intake: this is the very first appointment that a student will have with a DSS counselor. If you have never met with a DSS counselor before, this is the option you should choose.
- Follow Up: this is a regular appointment for an established DSS student that will last up to an hour. If you are discussing a complicated situation, want in-depth counseling or advising, or want to ask about adding or changing an accommodation, this is the option you should choose.
- Check In: this is a short appointment for an established DSS student that will last up to thirty minutes. If you have a quick question, need clarification on a minor issue, or have some other quick and easy thing to discuss, this is the option you should choose.



9) Select the appointment type you wish to schedule and click “Done.”



10) The options for appointments will not appear yet. You can select a date range, time range, location, and days of the week that you are available. The more restrictive you set the ranges, the less options you will see. DSS recommends not setting a location as leaving this blank will allow you to see all location options that your counselor offers. Once you have set your parameters (or left them at the defaults), click “Check Availability” at the bottom of the screen (you may have to scroll down depending on your screen settings).

Advising Appointment

If your counselor has no availability, contact DSS directly by email at dss@montgomerycollege.edu or by phone at 240-567-5058.

Type
Initial Intake (90 min) X Choose...

Date Range
2023-01-31 Select to 2023-02-14 Select

Time Range
08 30 am Clear
to
05 00 pm Clear

Location
[Dropdown]

Days of the Week
 Sun
 Mon
 Tue
 Wed
 Thu
 Fri

Check Availability Back To My Appointments

Start by choosing a single search filter

11) The screen will display your search parameters on the left, and your counselor's availability on the right. Each entry lists the start time, location, your counselor's name, and the maximum length of the appointment. When you find the slot that you prefer, click on the link that says "Open Slot."

If your counselor has no availability, contact DSS directly by email at dss@montgomerycollege.edu or by phone at 240-567-5058.

Type
Initial Intake (90 min) X Choose...

Date Range
2023-01-31 Select to 2023-02-14 Select

Time Range
08 30 am Clear
to
05 00 pm Clear

Location
[Dropdown]

Days of the Week
 Sun
 Mon
 Tue
 Wed
 Thu
 Fri

Check Availability Back To My Appointments

Thursday, Feb 2, 2023

Open Slot 8:30 am
Rockville DSS Office - Rockville - 90 mins

Open Slot
Zoom Appointment - Erin Hudgins Zoom Room - 90 mins

Open Slot
Rockville DSS Office - Rockville - 90 mins

Open Slot
Zoom Appointment - Erin Hudgins Zoom Room - 90 mins

Open Slot 9:30 am
Rockville DSS Office - Rockville - 90 mins

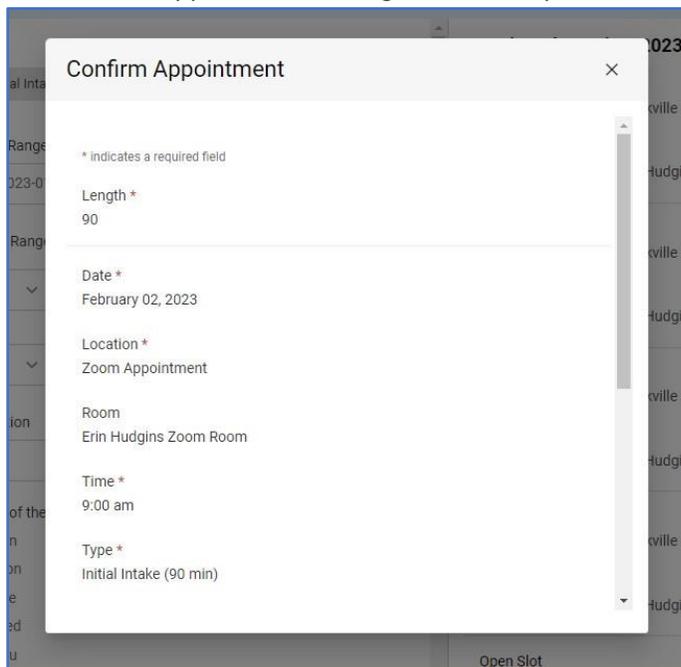
Open Slot
Zoom Appointment - Erin Hudgins Zoom Room - 90 mins

Open Slot 10:00 am
Rockville DSS Office - Rockville - 90 mins

Open Slot
Zoom Appointment - Erin Hudgins Zoom Room - 90 mins

Open Slot 10:30 am
Rockville DSS Office - Rockville - 90 mins

12) The Confirm Appointment dialogue box will open.

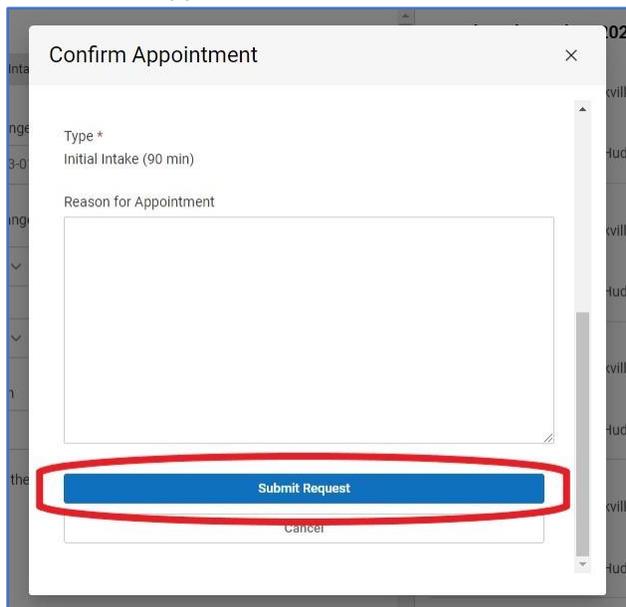


The screenshot shows a 'Confirm Appointment' dialog box with the following fields and values:

- Length ***: 90
- Date ***: February 02, 2023
- Location ***: Zoom Appointment
- Room**: Erin Hudgins Zoom Room
- Time ***: 9:00 am
- Type ***: Initial Intake (90 min)

A legend at the top left indicates that an asterisk (*) denotes a required field. A vertical scrollbar is visible on the right side of the dialog box. At the bottom right, there is an 'Open Slot' button.

13) Scroll down in the box to confirm the details you have selected. If you are scheduling a Follow Up or Check In appointment, please give a brief description of the topic(s) you want to discuss with your counselor in the “Reason for Appointment” field. To finish confirming your appointment request, click “Submit Request.”



This screenshot shows the 'Confirm Appointment' dialog box with the 'Reason for Appointment' field expanded. The 'Submit Request' button is highlighted with a red oval. The 'Cancel' button is visible below it.

14) You will then see your appointment request on the Advising Appointments page. Your counselor will receive a notification that you have requested an appointment with them. They will approve or send back your request. You will receive a confirmation email that your appointment request was received, and will then receive another email once the appointment request has been approved or sent back with instructions about what to do next.

Advising Appointment

• If your counselor has no availability, contact DSS directly by email at dss@montgomerycollege.edu or by phone at 240-567-5058.

• Your appointment limit has been reached for Type: Initial Intake

Requested Appointments

1 Results

| | | |
|---|---|--------------|
|  | Erin Hudgins Initial Intake February 02, 2023 - 9:00 am Zoom Appointment - Erin Hudgins Zoom Room | 90 mins ⋮ |
|---|---|--------------|

[Request New Appointment](#)

Approved Appointments



No records found.