Sending Accommodation Letter to Instructor

Follow the steps outlined in this guide to inform instructors of your approved accommodations. <u>Please note that letters of accommodation must be submitted for each term that you require accommodations</u>.

Part 1: To send letters of accommodation, start by selecting the following link:

http://clockwork.gwc.cccd.edu/clockwork/custom/misc/home.aspx

Step 1: On the displayed page, select "Send Accommodation letter to Instructor."

Step 2: Please read the information text and select the "Accommodations" button as shown.

Step 3: This page will prompt you with instructions to enter your student username and password in the corresponding fields. This is the same login information used to log into your MyGWC portal.

Step 4: Based on the date that you log in, the website will default to that term. If the letter is for a different term, select the down arrow to the right of the term to select the correct term.

Step 5: To request accommodations for your course(s), select "Request".

Step 6: You will have the option to select the any of the approved accommodations for your courses. If you want to inform an instructor of a specific accommodation(s) that you have been approved for, simply select the corresponding checkbox. Selection of at least one accommodation and one course is required to submit.

Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations:

- ☐ Processing of auditory lecture, discussion and other orally presented information
- ☐ Processing visual classroom materials, texts, and other printed materials
- ☐ Note taking services
- ☐ Test Accommodations
- ☑ Extended Time: time and a half (1.5x)
- ☐ Distraction reduced environment
- ☐ Noise cancelling headphones
- ☐ Frequent breaks

check all   check none

Courses to request:

- ☑ DSPS 102 23457 section 001
  Greg glopez@gwc.cccd.edu

check all   check none

Please indicate if your accommodations require any changes:	○ My accommodation(s) are correct the way they are
Optional note:	

Terms:

Website Privacy and Security Policy: Golden West College is committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information in accordance with the Family Educational Rights and Privacy Act (FERPA). This Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information. We take all reasonable steps to ensure the secrecy of your personal data. The Website may use cookies to ensure the smooth operation of your transactions. Cookies are small information files that a Website can send to the hard disk of a personal computer for traceability reasons. They are not executable programs, and cannot contain viruses or applications. The cookies used only take up a minimal amount of space on your hard disk. You can always prevent cookies from being recorded on your computer by using the options provided by your browser. However, if you do so, some parts of this site may not be functional as a result.

☐ I agree to the terms outlined above

Submit   Cancel

DSPS Office 714-895-8721| DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

Step 7: If your accommodations are correct as stated, select "My accommodation(s) are correct the way they are."

*Please note that any accommodation additions or removals require a meeting with a counselor for a re-evaluation appointment. To schedule an appointment, please stop by the office or contact us at 714-895-8721.

Please indicate if your accommodations require any changes: ○ My accommodation(s) are correct the way they are

Optional note:

Step 8: Please read our privacy and security policy, select the box "I agree to the terms outlined above" and click submit.

Terms:

Website Privacy and Security Policy: Golden West College is committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information in accordance with the Family Educational Rights and Privacy Act (FERPA). This Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions when you use the Sites. We follow strict security procedures when filing and using the information you supply, and may request proof of your identity before supplying you with information. We take all reasonable steps to ensure the secrecy of your personal data. The Website may use cookies to ensure the smooth operation of your transactions. Cookies are small information files that a Website can send to the hard disk of a personal computer for traceability reasons. They are not executable programs, and cannot contain viruses or applications. The cookies used only take up a minimal amount of space on your hard disk. You can always prevent cookies from being recorded on your computer by using the options provided by your browser. However, if you do so, some parts of this site may not be functional as a result.

☐ I agree to the terms outlined above

Submit   Cancel

Your professor(s) will receive an email indicating that your letter of accommodation is ready for review and confirmation. That professor can then see accommodations as you have authorized in the previous step. A confirmation email will also be sent to your email address as identified in the MyGWC portal.

Submit Accommodations confirmation

GD dsps@gwc.cccd.edu
To

↩ Reply   ↩ Reply All   ─

Hello Test,

Thank you for submitting your accommodation request(s). Your information has been submitted and will be processed . The following request(s) were received:

- **Approved: DSPS G101 23454 section 001**
  Greg glopez@gwc.cccd.edu (Professor Greg glopez@gwc.cccd.edu)

Thank you,

Disabled Students Program & Services
DSPS)
Golden West College
(714) 895-8721 (voice, text, fax)
dsps@gwc.cccd.edu
https://www.goldenwestcollege.edu/dsps/

After clicking "submit", you will be returned to the accommodations request page and a confirmation message will display.

==Status Screen 1==: Instructor has not yet seen your letter of accommodation.

Your courses:		Show term: Fall Session 2021 ⌄ Refresh	
Course	Status	Request	Letter
DSPS G101 23456 Section 001	**Confirmed** Your Accommodation Letter has been Confirmed by your instructor.		Get letter
DSPS 102 23457 Section 001	**Sent** Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		Get letter

DSPS Office 714-895-8721| DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

Once your instructor has confirmed receipt of your accommodation letter, you will see a different confirmation message.

==Status Screen 2==: Instructor has confirmed that they have seen your letter of accommodation.

⟳ Main menu   🖨 👤 10t . log out

| Accommodations | FAQ | Submit a comment | Help |

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

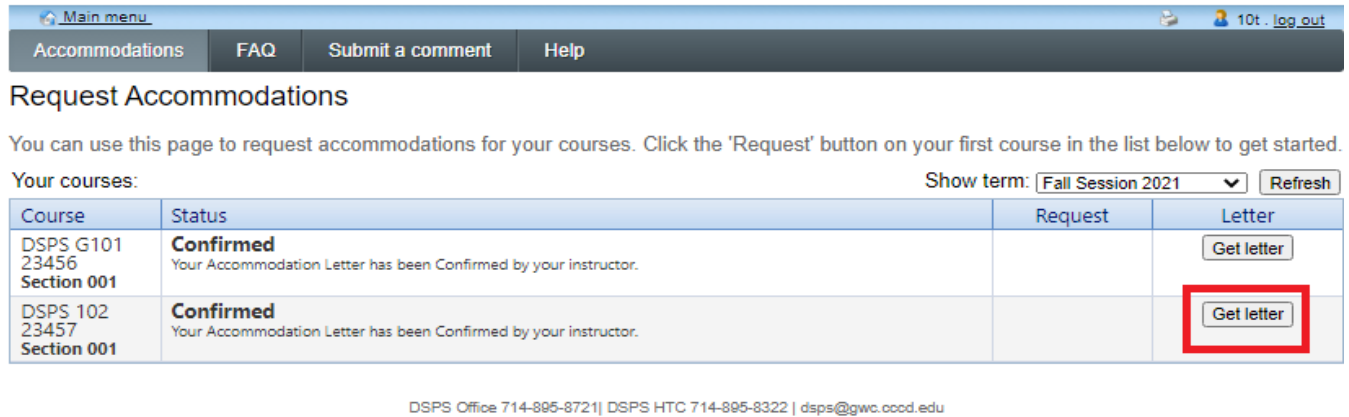| Your courses:		Show term: Fall Session 2021 ⌄ Refresh	
Course	Status	Request	Letter
DSPS G101 23456 Section 001	**Confirmed** Your Accommodation Letter has been Confirmed by your instructor.		Get letter
DSPS 102 23457 Section 001	**Confirmed** Your Accommodation Letter has been Confirmed by your instructor.		Get letter

DSPS Office 714-895-8721| DSPS HTC 714-895-8322 | dsps@gwc.cccd.edu

Once your instructor has confirmed that they have read your Letter of Accommodation, you will see the status updated to "confirmed".

Step 9. Download and Print Letter of Accommodation

To download a letter of accommodation to your personal computer and/or print it, <mark>you must first login and send the letter to your instructor</mark> and return to the accommodations confirmation page as shown in section 1.
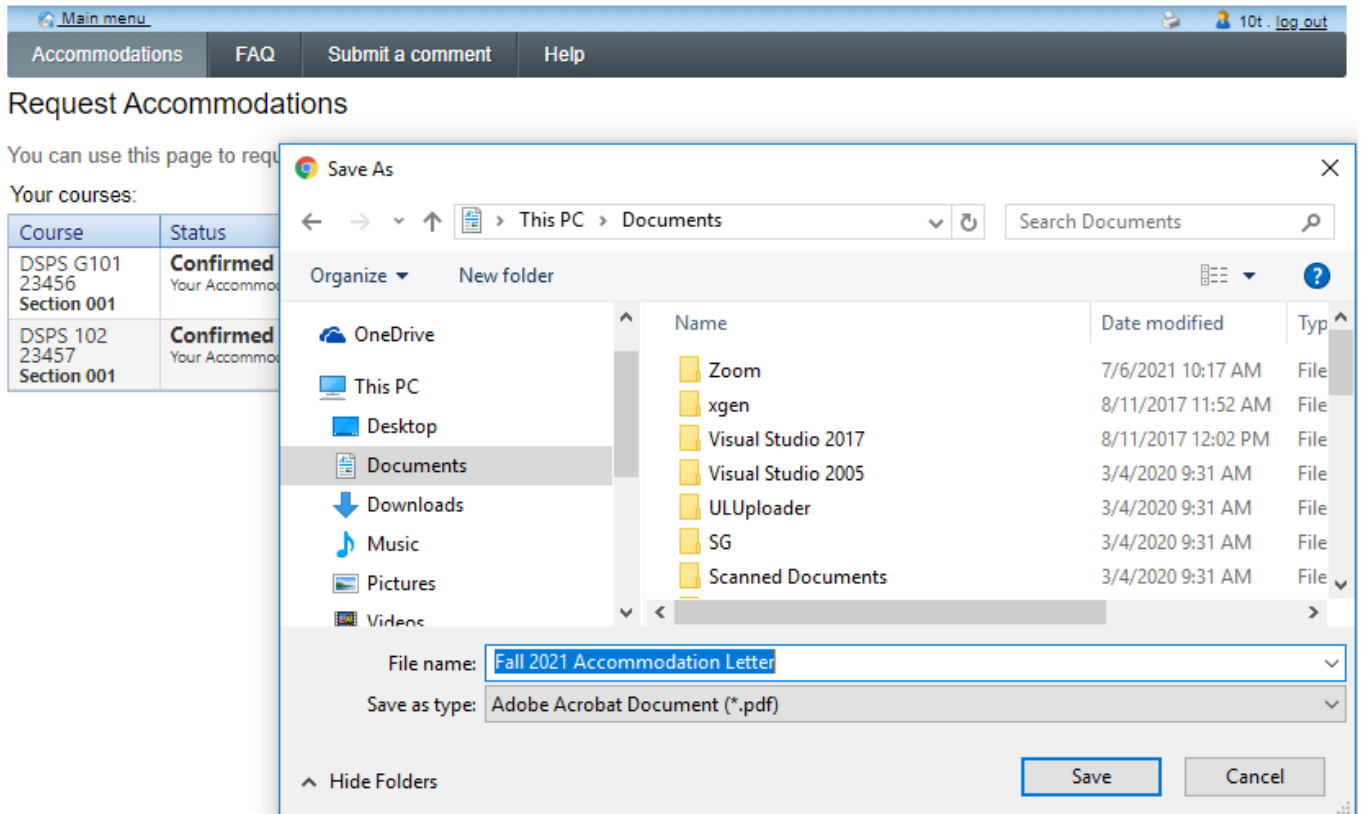
 On this page, simply select "get letter"

A file download menu will appear, click "Save" for download. If you do not see this menu, please check your browser, and ensure that you allow the popup. <mark>Note</mark>: different browsers download and display files differently.

Give a file a name like "Current Semester Year Accommodation Letter". You can also print this file.