

# Sending Accommodation Letter to Instructor

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

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.”



A screenshot of the "Online Student Services" main menu. At the top left is a "Main menu" link. Below it, the text reads "Welcome to the Online Student Services" and "Please select an option from the menu below:". There are four menu items, each with an icon and a text link: "Send Accommodation letter to Instructor" (with a document icon and a red box around the link), "Request Course Notes" (with a notepad icon), "Schedule a test or exam" (with a book icon), and "Register as Notetaker" (with a notepad icon). At the bottom, contact information for the DSPS Office and HTC is provided.

**Step 2:** Please read the information text and select the “Accommodations” button as shown.

A screenshot of the "Request for Accommodations" page. At the top left is the Golden West College logo. Below it is a "Main menu" link. A dark navigation bar contains four buttons: "Accommodations" (highlighted with a red box and a red arrow), "FAQ", "Submit a comment", and "Help". Below the navigation bar, the page title is "Request for Accommodations" with a "Help" link. The main content area contains two paragraphs of text. The first paragraph explains the purpose of the page and states that letters of accommodation must be submitted for each term. The second paragraph notes that users are required to complete an intake appointment with a DSPS counselor and provides contact information (714-895-8721) for scheduling. At the bottom, there is a instruction to click the "Accommodations" button and contact information for the DSPS Office and HTC.

**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.

## New Registration Experiences Are Here!



A new registration experience is available for you to use now!

Watch this video on [How to Register for Classes \(5:23\)](#)

Username:

Password:

Show password

[Login](#)

[What's My Username?](#)

[Forgot Password?](#)

[Canvas](#)

[FAQs](#)

[Technical Support](#)

[Maintenance Schedule](#)

**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.

[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	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<a href="#">Get letter</a>
DSPS 102 23457 Section 001	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<a href="#">Request</a>	

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | [dspd@gwc.cccd.edu](mailto:dspd@gwc.cccd.edu)

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

[Main menu](#) 10t . [log out](#)

[Accommodations](#) [FAQ](#) [Submit a comment](#) [Help](#)

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Your courses: Show term: Fall Session 2021 [Refresh](#)

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DSPS 102 23457 Section 001	<b>Waiting for student to request</b> Please click the 'Request' button to the right in order to complete the request process.	<a href="#">Request</a>	

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | [dspd@gwc.cccd.edu](mailto:dspd@gwc.cccd.edu)

**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.

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

**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

 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 [lopez@gwc.cccd.edu](mailto:lopez@gwc.cccd.edu) (Professor Greg [lopez@gwc.cccd.edu](mailto:lopez@gwc.cccd.edu))

Thank you,

**Disabled Students Program & Services**  
DSPS)  
Golden West College  
(714) 895-8721 (voice, text, fax)  
[dsps@gwc.cccd.edu](mailto: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:

Course	Status	Request	Letter
DSPS G101 23456 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<input type="button" value="Get letter"/>
DSPS 102 23457 Section 001	<b>Sent</b> Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		<input type="button" value="Get letter"/>

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | [dsps@gwc.cccd.edu](mailto: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:

Course	Status	Request	Letter
DSPS G101 23456 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<input type="button" value="Get letter"/>
DSPS 102 23457 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<input type="button" value="Get letter"/>

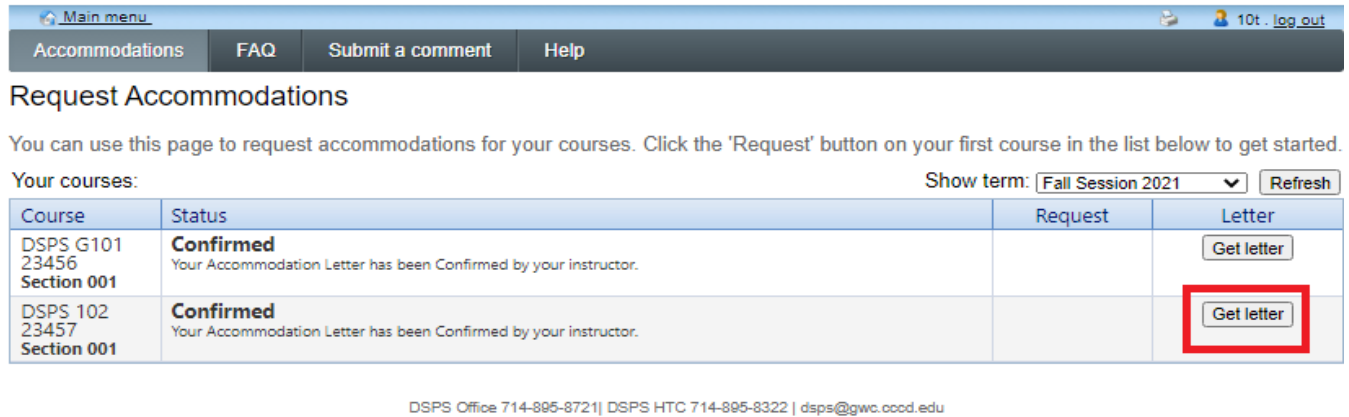
DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | [dsps@gwc.cccd.edu](mailto:dsps@gwc.cccd.edu)

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, **you must first login and send the letter to your instructor** and return to the accommodations confirmation page as shown in section 1.

On this page, simply select “get letter”

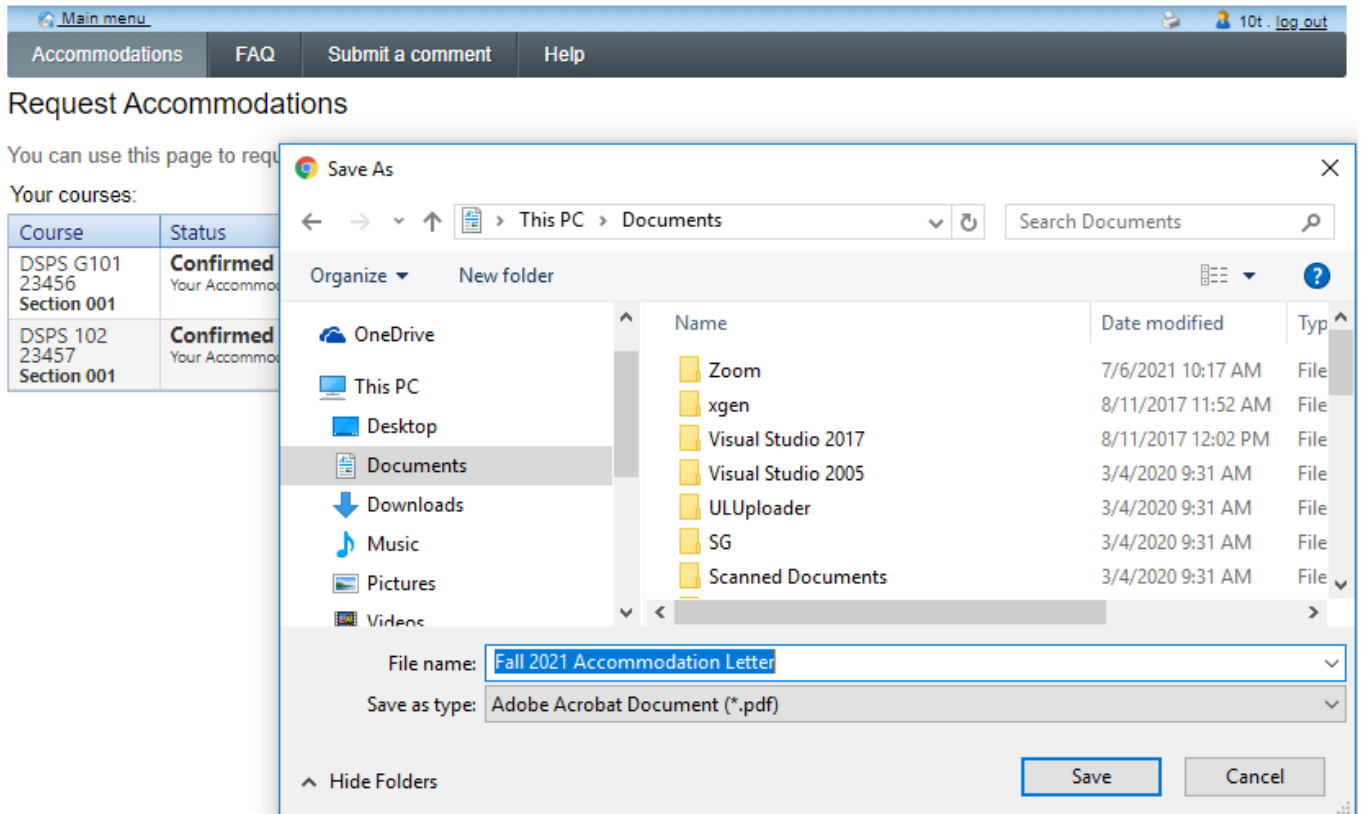


The screenshot shows the 'Request Accommodations' page. At the top, there is a navigation bar with 'Main menu', 'Accommodations', 'FAQ', 'Submit a comment', and 'Help'. Below this, the page title is 'Request Accommodations'. A message states: 'You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.' Below the message, there is a section for 'Your courses:' with a 'Show term:' dropdown set to 'Fall Session 2021' and a 'Refresh' button. The main content is a table with columns: Course, Status, Request, and Letter. Two courses are listed, both with a status of 'Confirmed'. The 'Get letter' buttons in the 'Letter' column are highlighted with a red box.

Course	Status	Request	Letter
DSPS G101 23456 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<input type="button" value="Get letter"/>
DSPS 102 23457 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.		<input type="button" value="Get letter"/>

DSPS Office 714-895-8721 | DSPS HTC 714-895-8322 | dps@gwc.cood.edu

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. **Note:** different browsers download and display files differently.



The screenshot shows the 'Request Accommodations' page with a 'Save As' dialog box open. The dialog box is titled 'Save As' and shows the current location as 'This PC > Documents'. The file name is 'Fall 2021 Accommodation Letter' and the save type is 'Adobe Acrobat Document (\*.pdf)'. The 'Save' button is highlighted with a blue box.

Course	Status
DSPS G101 23456 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.
DSPS 102 23457 Section 001	<b>Confirmed</b> Your Accommodation Letter has been Confirmed by your instructor.

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