

Sending Accommodation Letters to Your Instructors (Start of each new semester)

INSTRUCTOR CONFIRMATION REQUIRED

1. Log into the DSPS Online Services Student Portal

- Log into your **Pipeline** Account
- Click on **'Student'** tab, then click on **'Student Resources'** tab
- Scroll down on 'Student Resources' menu and select **'DSPS Online Services Student Portal'**

2. Click on the "Accommodation Request" icon

Main menu 1098t . log out

Welcome to the DSPS Online Services

Please select an option from the menu below:

- [My schedule](#)
- [Accommodation Request](#)
- [DSPS Application](#)
- [Schedule a test or exam](#)
- [Student Files](#)
- [Online Forms](#)

3. On the next page read the information and click "Request Accommodations"

Main menu 1098t . log out

Accommodations FAQ Submit a comment Help

Request for Accommodations [Help](#)

NOTIFYING INSTRUCTORS OF YOUR ACCOMMODATIONS

Once you have submitted your accommodation letters you should:

- Check back to see if your instructor has confirmed receipt of the letter.
NOTE: This is necessary for your accommodations to be valid, and to have access to the online test booking system.
- Meet privately with your instructor to discuss your accommodations.

Select [Request Accommodations](#) here, or click "Accommodations" in the main menu above to get started!

4. On the next page, select the correct semester, then use the "Request" button for a class.

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Accommodations FAQ Submit a comment Help

Request Accommodations

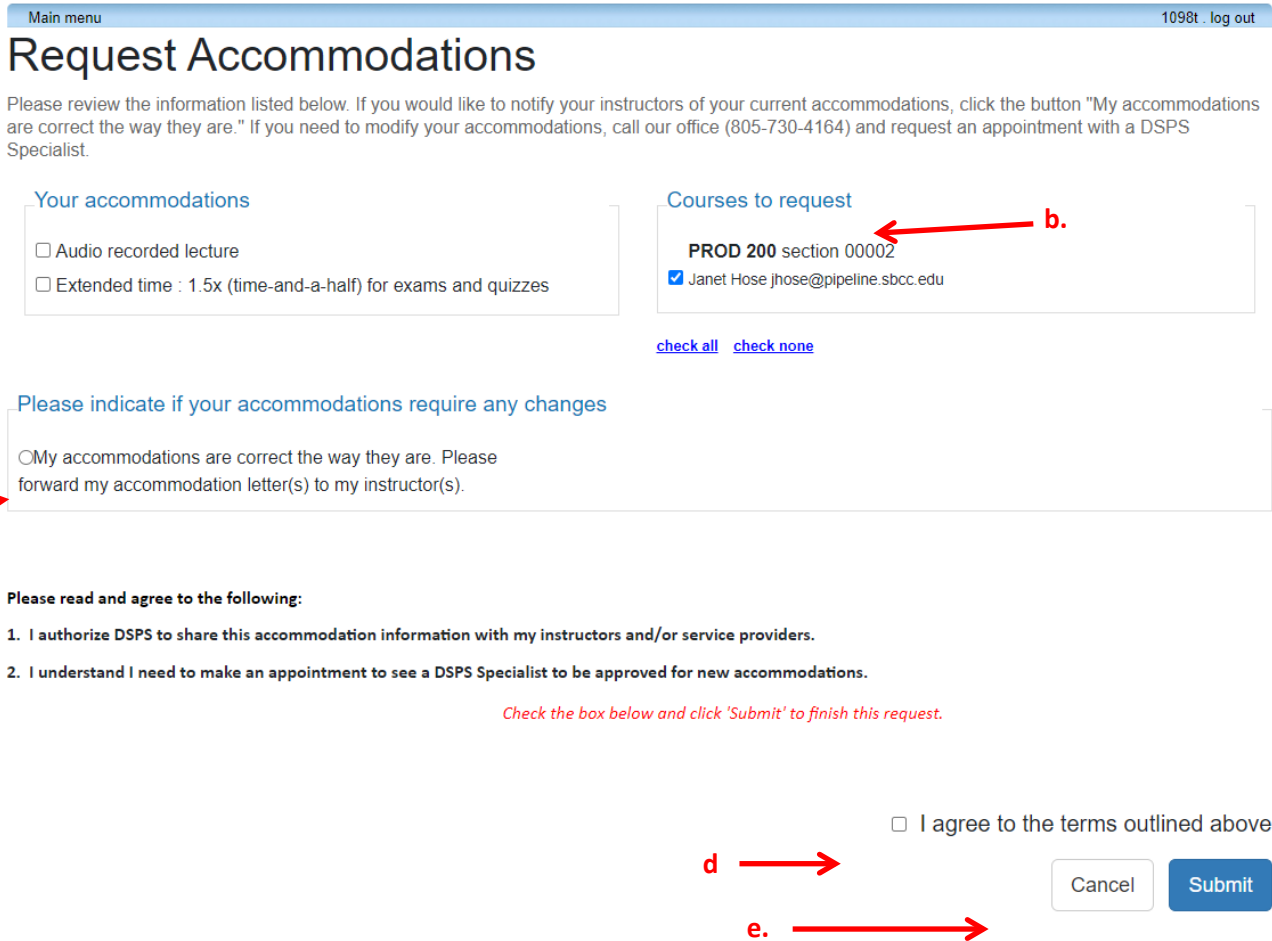
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: **Spring Session 2021** Refresh

Course	Status	Request	Letter
PROD 100 Section 00001	Sent Your accommodation letter has been sent to your instructor and is awaiting confirmation. Instructor confirmation is required for accommodations to be valid, and for access to the online test booking system.		Get letter
PROD 200 Section 00002	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

5. Request your accommodations

- Select the accommodations you want for this class.
- If you want the same accommodations for other classes, click the courses under “Courses to request.”
- If you are satisfied, click “My accommodations are correct the way they are.” If you need additional accommodations, you will need to meet with a DSPS Specialist.
- Scroll down and click “I agree to the terms outlined above.”
- Click “Submit”
- Return to Main Menu and submit another class request if needed.

f. 

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Request Accommodations

Please review the information listed below. If you would like to notify your instructors of your current accommodations, click the button "My accommodations are correct the way they are." If you need to modify your accommodations, call our office (805-730-4164) and request an appointment with a DSPS Specialist.

a. **Your accommodations**

- Audio recorded lecture
- Extended time : 1.5x (time-and-a-half) for exams and quizzes

Courses to request b.

PROD 200 section 00002

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[check all](#) [check none](#)

Please indicate if your accommodations require any changes

c. My accommodations are correct the way they are. Please forward my accommodation letter(s) to my instructor(s).

Please read and agree to the following:

- I authorize DSPS to share this accommodation information with my instructors and/or service providers.
- I understand I need to make an appointment to see a DSPS Specialist to be approved for new accommodations.

Check the box below and click 'Submit' to finish this request.

I agree to the terms outlined above

d.

e.

- Monitor Accommodation Letter status. Your instructor MUST confirm your letter in order for your accommodations to be valid. You will receive e-mail confirmation once your letter has been approved. Be sure to follow up with your instructor if no confirmation e-mail is received.**

Note: We have developed a YouTube video of this process if you need additional help or explanation. It is located on the **DSPS website:** <http://www.sbccc.edu/dsps/> under

Student Tutorials: https://www.sbccc.edu/dsps/student_tutorials.php.

You can also call DSPS for assistance at 805-730-4164.
