

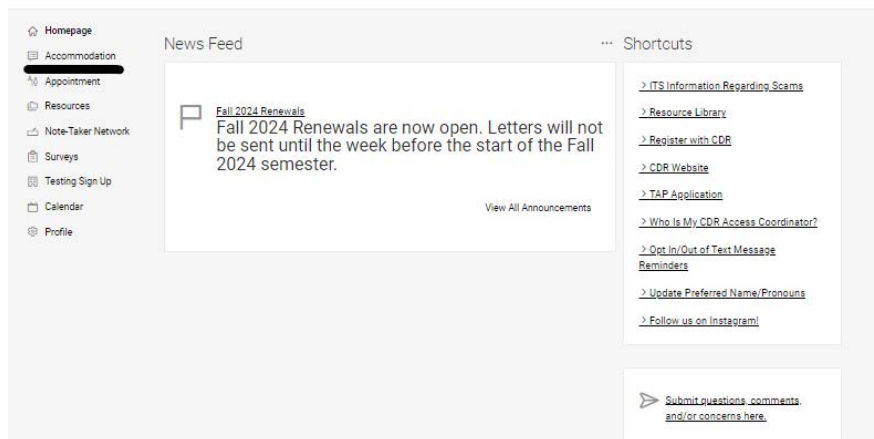
# Submitting a Supplemental Request

Supplemental Requests can be submitted for 4 particular reasons:

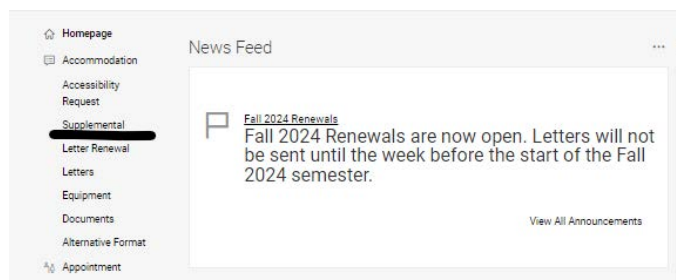
- i. To request a new academic accommodation that you have not previously been approved for
- ii. To request a Peer Note Taker in courses for students approved for this accommodation
- iii. To request attendance or extension agreements in courses for students approved for this option.
- iv. To request housing accommodations if you have already registered with our office
- v. To opt out of having your accommodation letter sent directly to your instructors each semester

1. From the **Home** screen of your Disability Resource Portal, select the

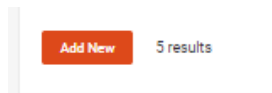
**Supplemental sub-tab** under the **Accommodation tab**.



2. Select Supplemental.



3. Select "Add New". And then select "no" for "Is this a request for housing accommodations" if this is an academic-related request.



\* indicates a required field

Accessibility Accommodation Request

Is this a request for housing accommodations? \*

Yes  no

Write in the text box the Accommodation(s) you are requesting and for what courses.

A screenshot of the "Accessibility Accommodation Request" form. The form has tabs for "Accessibility Request", "Supplemental", "Letter Renewal", "Letters", "Equipment", and "Documents". Below the tabs are "Submit", "Save", and "Cancel" buttons. A note says "\* indicates a required field". The form title is "Accessibility Accommodation Request". Below the title is the question "Is this a request for housing accommodations? \*" with radio buttons for "Yes" and "No". The "No" button is selected. Below this is the question "What accommodation(s) are you requesting?" with the instruction "Describe the accommodation(s) you are requesting and in what classes." and a large text input box. Below the text box is the section "Upload supporting document(s)" with an "Add Item" button. At the bottom are "Submit", "Save", and "Cancel" buttons.

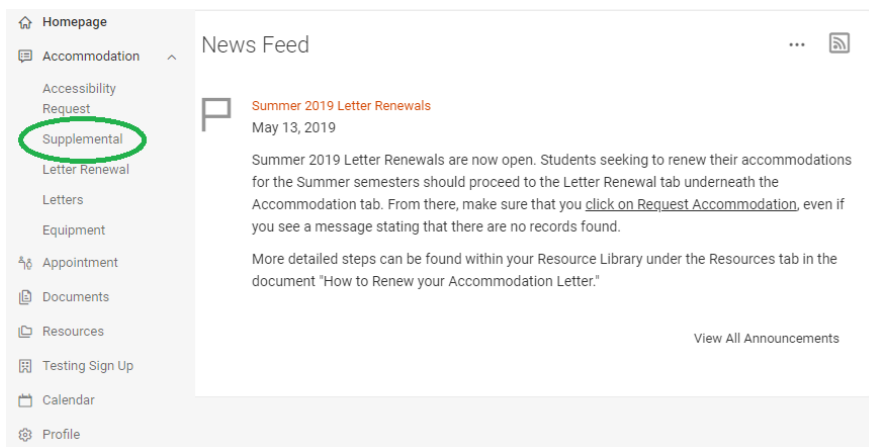
\*For students approved Peer Notes, take care to include the 3 letter codes at the end of the course titles to indicate which course section it is.  
(DIS = discussion; LEC = lecture; REC = recitation; SEC = section.

\*For attendance or extension agreements, you must upload the syllabus for each course you are requesting the agreement in.

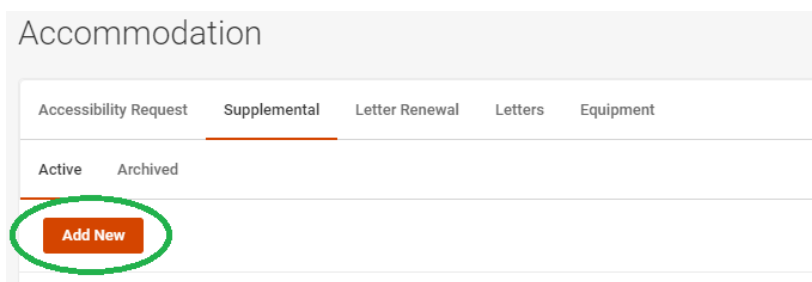
\*If you are requesting to "opt out" of CDR sending your accommodation letter to Faculty, in the text box, indicate for which classes and or if this is for all of your classes, every semester going forward.

## Submitting a Supplemental Request Housing Accommodations

1. From the **Home** screen of your Disability Resource Portal, select the **Supplemental sub-tab** under the **Accommodation tab**.



2. On the next screen, select **Add New** to submit your request.



3. Select **Yes** that this is a request for housing accommodations.



\* indicates a required field

### Accessibility Accommodation Request

Is this a request for housing accommodations? \*

Yes  no

4. Proceed to answer the questions presented and then upload your Provider Verification Form.

**If at any point in this process something is not working properly or you have questions, please send an email to [CDRaccommodate@syr.edu](mailto:CDRaccommodate@syr.edu) or call the Center for Disability Resources at (315) 443-4498**