



First Step: **Request Your
Online Accommodations**

Enter and Select For Each Class

* It is the student's responsibility to communicate with their faculty throughout the semester and to set reasonable, mutually agreed upon dates

- Extended Time on Exams 1.5 OR 2x*
- Distraction Reduced Environment
- Use of Computer/Laptop for EXAM
- Use of Computer/Laptop for Lecture
- Note Taker
- Reader
- Extension of Assignment Deadlines
- Tape Recorded Lectures
- Magnifying Equipment
- Reduced Courseload



#1

You Submit
Request



#2

SASS
Approves



#3

Faculty
Approve



#4

Make Exam
Reservations
At **LEAST 5**
days in
advance



> Wait 24 hours after your initial registration meeting

> Log into the Mills Student Portal (name and password required)

> myMills Main Menu > SELECT Student Personal Information

> Select Student Accommodation for Disabilities Request

> Enter only approved accommodations for each course.

How to Reserve

Exam Accommodations

Must be made at least 2 business days in advance.



- > Log in to Mills Student Portal
- > Select "Student Personal Information"
- > Select "Student Accommodation Disabilities Request"
- > Current Class Schedule and Accommodations will appear.
- > Scroll to courses and enter each exam:
- > Select "Make Reservation"

It is your responsibility as a student to confirm this process.

Student Success Team Participation



■ Student (33.33%)
■ Faculty (33.33%)
■ SASS (33.33%)

* It is the student's responsibility to communicate with their faculty throughout the semester and to set reasonable, mutually agreed upon dates



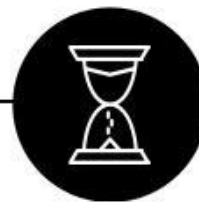
#1

Enter: Exam Title
(e.g, Quiz #1)



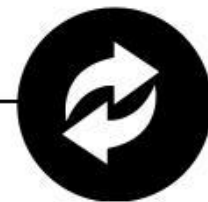
#2

Enter Exam Start
Time
(course syllabus)



#3

Enter Original Time
Allowed in Class**



#4

Repeat for
Each Course.
Every Time.

****Ask Faculty for preferred delivery method.**

For Extended Assignments: the purpose of accommodation is to suggest that extended time on an assignment may be a reasonable accommodation in certain situations due to one's circumstance as it relates to deadlines with short notice.

This includes unlisted assignments, or those with short in-class notice. If a student was aware of the assignment at the beginning of the term, the Student must discuss this with faculty to determine what options are available.

