

How to Request Letters of Accommodation

Step 1: Go to the SDS website at www.depts.ttu.edu/sds

Student Disability Services



[Read a transcript of the welcome video \(Word Document\)](#)

Quick Links

[Apply to Student Disability Services](#)

[Request LOAs & Manage Accommodations](#)

[SDS Events](#)

[Contact Us](#)

[Drop-in Tutoring Schedule](#)

[Helpful Video Resources](#)

[Request an Interpreter](#)

[SDS Home Page](#)

Step 2: Log in with your eRaider Username and TTU Password



WELCOME

HOME » WELCOME

- Online Services Home
- Start/Resume Application

SIGN OUT >

STUDENT AND STAFF



SIGN IN >

APPLICATION CENTER



START/RESUME APPLICATION >

COMMUNICATION ACCESS



START REQUEST >

CONNECT WITH US

Student Disability Services
MS 45007
130 Weeks Hall
Lubbock, TX 79409-5007
Phone: 806-742-2405 (Voice)
Fax: 806-742-4837
Email: sds@ttu.edu

Step 3: Review Important Messages & To Do List

OVERVIEW

LOGIN AS USER

» MY DASHBOARD » OVERVIEW

Accommodation Requests 2024 - SUMMER

0
Number of Requests

+
Add Requests for 4 Classes

No Accommodation Request Found for 2024 - Summer

ACADEMIC COUNSELOR

Name
Abbi May

Phone
8067422405

Email
Send Email

YOUR TO DO LIST

Please review the following messages.

Current Accommodation Request

No 2024 - Summer Accommodation Requests Found

You have not requested notification letters for the current term.

Please make sure to request notification letters as soon as possible for any classes in which you need accommodations.

REQUEST ACCOMMODATIONS >

Last Updated on: 05/13/2024 at 08:38 AM

Step 4: Select Classes

MY DASHBOARD

- > Overview
- > Announcements
- > Equipment
- > **Login and Security**
- > **My Appointments**
- > My Files
- > **My Eligibility**
- > My E-Form Agreements
- > My Mailbox (Sent Emails)

ACCOMMODATIONS

- > **List Requests**
- > Notetaking Services

ACCOMMODATION REQUESTS

How to Request Accommodations

STEP: SELECT COURSES

- BIOL 1401.D01 - BIOLOGY OF PLANTS (CRN: 7772920)
- BIOL 1401.D51 - BIOLOGY OF PLANTS (CRN: 7772919)
- COMS 3332.D01 - INTERCULTURAL COMMUNICATION (CRN: 7774704)
- PHIL 2310.D01 - LOGIC (CRN: 7772879)

Apply the same accommodations to all selected courses.

CONTINUE TO NEXT STEP >

STEP: NON LECTURE COURSES

CONFIRM COURSES

- BIOL 1401.D51 - BIOLOGY OF PLANTS (CRN: 7772919)

The selected classes:

- BIOL 1401.D01 - BIOLOGY OF PLANTS (CRN: 7772920)
- COMS 3332.D01 - INTERCULTURAL COMMUNICATION (CRN: 7774704)
- PHIL 2310.D01 - LOGIC (CRN: 7772879)

CONTINUE TO NEXT STEP >

START OVER >

*** Confirm that you wish to receive accommodations for labs or non-lecture courses if applicable. ***

Step 5: Select Accommodations

BIOL 1401.D01 Course Detail SELECT ACCOMMODATIONS <input type="checkbox"/> Select All <input type="checkbox"/> Additional Time on In-Class Work: 1.50x <input type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> Quiet Location <input type="checkbox"/> Supplemental Notetaking Services <input type="checkbox"/> Supplemental Notetaking Services <input type="checkbox"/> I do not need accommodation for this course: BIOL 1401.D01.	COMS 3332.D01 Course Detail SELECT ACCOMMODATIONS <input type="checkbox"/> Select All <input type="checkbox"/> Additional Time on In-Class Work: 1.50x <input type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> Quiet Location <input type="checkbox"/> Supplemental Notetaking Services <input type="checkbox"/> I do not need accommodation for this course: COMS 3332.D01.	PHIL 2310.D01 Course Detail SELECT ACCOMMODATIONS <input type="checkbox"/> Select All <input type="checkbox"/> Additional Time on In-Class Work: 1.50x <input type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> Quiet Location <input type="checkbox"/> Supplemental Notetaking Services <input type="checkbox"/> I do not need accommodation for this course: PHIL 2310.D01.	BIOL 1401.D51 Course Detail SELECT ACCOMMODATIONS <input type="checkbox"/> Select All <input type="checkbox"/> Additional Time on In-Class Work: 1.50x <input type="checkbox"/> Extra Time 1.50x <input type="checkbox"/> Quiet Location <input type="checkbox"/> Supplemental Notetaking Services <input type="checkbox"/> I do not need accommodation for this course: BIOL 1401.D51.	STEP: FINAL STEP <input type="checkbox"/> I understand that I am requesting my Letters of Accommodation to be sent to each of the instructors affiliated with the selected course for each term. I understand that my Letters of Accommodation will be emailed to my instructors once I complete the process. I further understand that I am required to meet with each of my instructors during the first week of class, or within one week of requesting my Letters of Accommodation if done so during the semester, for the accommodations to take effect. Instructors have one week to implement my accommodations after our meeting occurs. SUBMIT REQUEST > START OVER >
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AFTER YOU HAVE REQUESTED & BEEN APPROVED

ACCOMMODATION REQUESTS How to Request Accommodations Select Term: 2024 - Summer ADD CLASS MANUALLY > The following classes which accommodations were requested by the student: <ul style="list-style-type: none"> BIOL 1401.D01 - BIOLOGY OF PLANTS (CRN: 7772920) BIOL 1401.D51 - BIOLOGY OF PLANTS (CRN: 7772919) COMS 3332.D01 - INTERCULTURAL COMMUNICATION (CRN: 7774704) PHIL 2310.D01 - LOGIC (CRN: 7772879) 	BIOL 1401.D01 Status: Approved Course Title: Biology Of Plants (7772920) Available Action: Modify Request Get PDF Request Summary Course Detail Accommodation Requested: <ul style="list-style-type: none"> Additional Time on In-Class Work: 1.50x Extra Time 1.50x Quiet Location Reader Supplemental Notetaking Services 	BIOL 1401.D51 Status: Approved Course Title: Biology Of Plants (7772919) Available Action: Modify Request Get PDF Request Summary Course Detail Accommodation Requested: <ul style="list-style-type: none"> Additional Time on In-Class Work: 1.50x Extra Time 1.50x Quiet Location Reader Supplemental Notetaking Services 	COMS 3332.D01 Status: Approved Course Title: Intercultural Communication (7774704) Available Action: Modify Request Get PDF Request Summary Course Detail Accommodation Requested: <ul style="list-style-type: none"> Additional Time on In-Class Work: 1.50x Extra Time 1.50x Quiet Location Reader Supplemental Notetaking Services 	PHIL 2310.D01 Status: Approved Course Title: Logic (7772879) Available Action: Modify Request Get PDF Request Summary Course Detail Accommodation Requested: <ul style="list-style-type: none"> Additional Time on In-Class Work: 1.50x Extra Time 1.50x Quiet Location Reader Supplemental Notetaking Services
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Note: Once you submit your LOAs, they will initially be marked "Processing".

Status:
Processing

Request Summary
 Requested on:
Tuesday, March 26, 2024 at 04:05 PM
 Requested By:
Student Name
 Last Updated on:
Tuesday, March 26, 2024 at 04:15 PM
 Notification Last Emailed on:
Tuesday, March 26, 2024 at 04:15 PM

After accommodations have been approved, use the drop-down arrows to view details.

Course Detail
 Course Type: **LEC**
 Meeting Times:

- MWF at 10:00 AM - 10:50 AM
- Location: **HOLDEN 00038**
- Session: **01/10/2024 - 05/07/2024**

 Instructors:

- Crystal Fuqua**
- Email: crystal.fuqua@ttu.edu

MY DASHBOARD

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ACCOMMODATIONS

- > **List Requests**
- > Notetaking Services

SIGN OUT >

**Accommodation Requests
2024 - SUMMER**

<h1>4</h1> <p>Number of Requests</p> <p>View Request Detail</p>	 <p>View All Requests</p>
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List of Accommodation Requests:

- [BIOL 1401.D01 - BIOLOGY OF PLANTS \(CRN: 7772920\)](#)
- [BIOL 1401.D51 - BIOLOGY OF PLANTS \(CRN: 7772919\)](#)
- [COMS 3332.D01 - INTERCULTURAL COMMUNICATION \(CRN: 7774704\)](#)

ACADEMIC COUNSELOR

Name
Abbi May

Phone
8067422405

Email
[Send Email](#)

YOUR TO DO LIST

Please review the following messages.

No Outstanding Items

Last Updated on: 05/14/2024 at 01:10 PM

****Reminder: After requesting your LOAs, you must meet with your instructors to discuss how the accommodations will be implemented. ****