

How to Request Accommodations on Cal Poly Accommodate



Learn how to navigate the Cal Poly Accommodate portal to submit your semester accommodation requests efficiently. This guide simplifies the process to ensure you receive your necessary support services on time.

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Navigate to <https://calpoly-accommodate.symplicity.com>

Home

Accommodation

Appointment

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Surveys

Calendar

Profile

News Feed

Semester Requests

Letters

In the left menu, select Accommodations > Accommodation Letters.

Appointments

In the left menu, select Appointments > Follow the instructions on the screen to book an appointment.

Semester Requests

It is your responsibility to submit a Semester Request for each semester that you are using your accommodations.

Accommodations are not retroactive, so it is in your best interest to submit your request at the start of the semester.

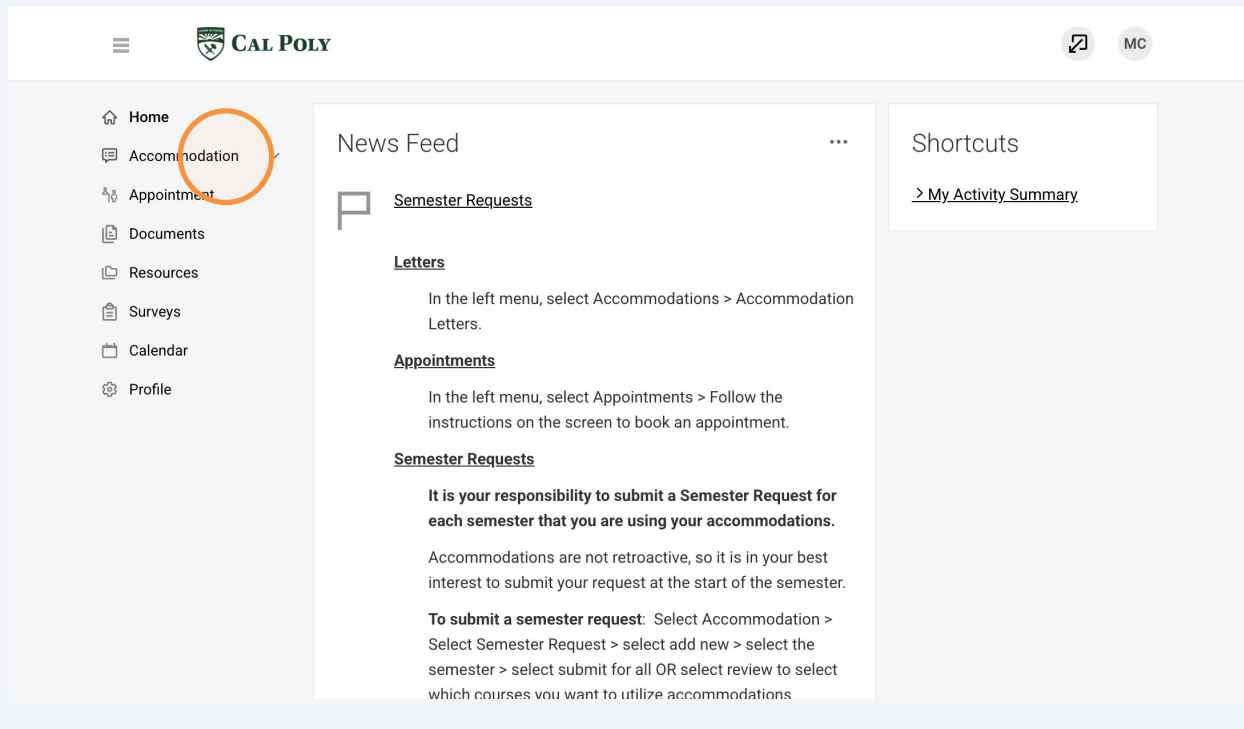
To submit a semester request: Select Accommodation > Select Semester Request > select add new > select the semester > select submit for all OR select review to select which courses you want to utilize accommodations

Once a semester request is submitted, a copy of your letter will be sent to your faculty to review via Accommodate

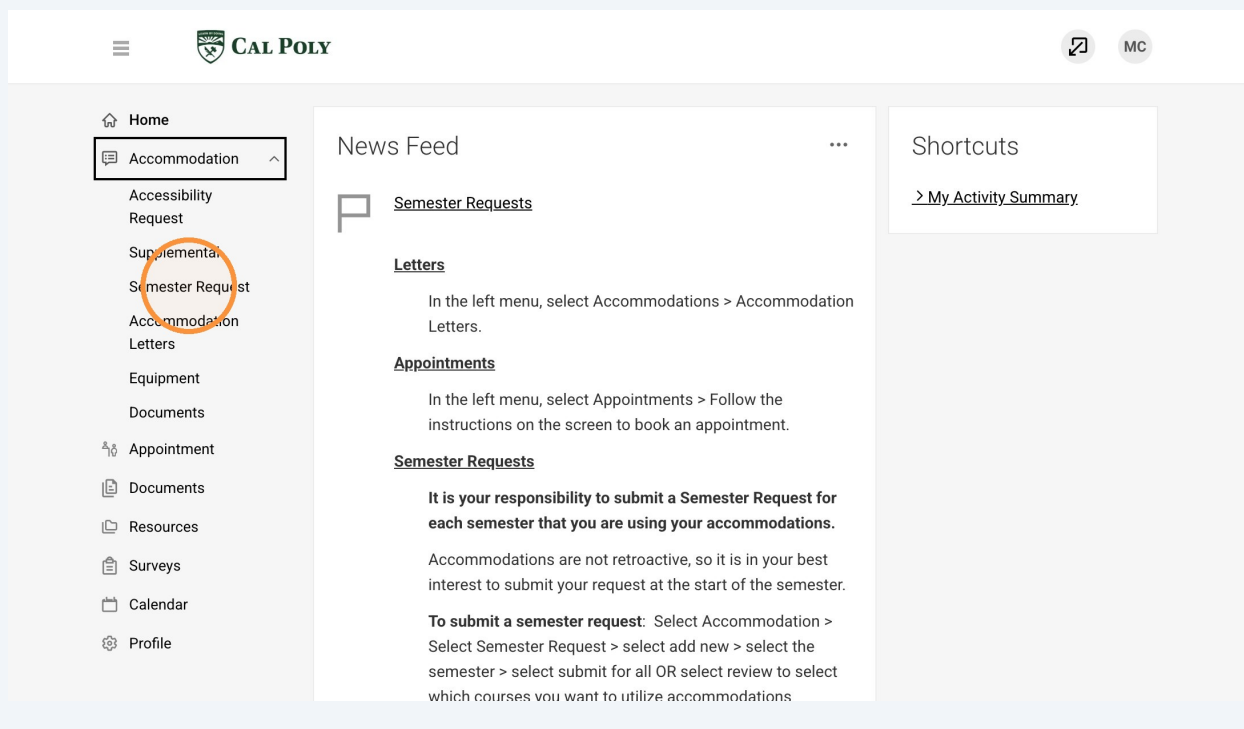
Shortcuts

> My Activity Summary

2 Click "Accommodation"



3 Click "Semester Request"



4 Click "Add New"

The screenshot shows a web interface for 'Semester Request'. On the left is a sidebar menu with options: Accommodation (Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents), Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area has tabs for Accessibility Request, Supplemental, Semester Request (selected), Letters, Equipment, and Documents. Below the tabs is a 'Semester' dropdown menu. An 'Apply Search' button is below the dropdown. An 'Add New' button is circled in orange. At the bottom right, there is a faint icon of a stack of papers.

5 You will be able to see the accommodations you are currently approved for. Select the current semester from the dropdown menu.

The screenshot shows the same web interface as step 4, but now displaying a list of approved accommodations in a light blue box. The accommodations are: Alt Formats/Accessible E-Text (e.g., PDF), Housing- Envi/Single-1st Year (through: May 31, 2027), Alt Formats/Exam Provided to DRC as MS Word File, Alt Test- Envi & ETT/Distracted Reduced-Small Group, Alt Test- Envi & ETT/Ext Time 1.5, and Attendance & Assignments/Excused Absences. Below this list is a 'Back' button. The 'Semester' dropdown menu is now set to 'Summer 2026 (test)', which is circled in orange.

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Choose "Submit For All Accommodations" to connect all accommodations to all courses.

Accommodation

- Accessibility Request
- Supplemental
- Semester Request
- Accommodation Letters
- Equipment
- Documents

Appointment

- Documents
- Resources
- Surveys
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- Profile

You have been approved for:

- [Alt Formats/Accessible E-Text \(e.g., PDF\)](#)
- [Housing- Envi/Single-1st Year \(through: May 31, 2027\)](#)
- [Alt Formats/Exam Provided to DRC as MS Word File](#)
- [Alt Test- Envi & ETT/Distracted Reduced-Small Group](#)
- [Alt Test- Envi & ETT/Ext Time 1.5](#)
- [Attendance & Assignments/Excused Absences](#)

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Semester

Summer 2026 (test)

[Submit For All Accommodations](#)

[Review The Renewal](#)

Botany: Gardening

Botany 301

Starts May 01, 2026

Ends August 31, 2026

Level Up: Disc Golf

Golf 301

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If you would like to remove certain accommodations from certain courses, select "Review the Renewal."

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By default, all courses will be selected for all accommodations. You can uncheck any courses you do not need that accommodation for.

The screenshot shows a web interface for requesting accommodations. On the left is a sidebar menu with options: Accommodation, Accessibility Request, Supplemental, Semester Request, Accommodation Letters, Equipment, Documents, Appointment, Documents, Resources, Surveys, Calendar, and Profile. The main content area is titled 'Students approved for this accommodation may submit requests through the DRC portal to have textbooks or course readers converted to accessible PDF files or formats. If possible, please inform your students of required course materials prior to the start of each semester. If you need assistance with making your course materials accessible, please visit the CTLT website: [LinkAlias: https://ctlit.calpoly.edu/accessibility-resources/Creating Accessible Course Materials]. Please contact your student's access specialist with any questions regarding this accommodation.'

Below the text, there is a 'Semester *' dropdown menu set to 'Summer 2026 (test)'. Underneath is a 'Courses' section with four checkboxes, all of which are checked and circled in orange:

- ☒ Botany: Gardening (Botany 301)
- ☒ Ceramics: Hand Building (Ceramics 301)
- ☒ Geology Foundations: Gems and Crystals (Geo 301)
- ☒ Level Up: Disc Golf (Golf 301)

Below the course list is a 'Remove Accommodation' button. At the bottom of the form, there is a section titled 'Accessibility Accommodation #2' with a 'Category' dropdown menu.

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Once you have made your selections, click "Submit"

The screenshot shows the same web interface as before, but now the 'Accessibility Accommodation #6' form is visible. The 'Category' dropdown is set to 'Housing Accommodations'. The 'Accommodation Type *' dropdown is set to 'Housing- Envi/Single-1st Year'. The 'Description' field contains the text: 'Student requires a single room assignment in 1st year housing.' The 'Semester *' dropdown is set to 'Summer 2026 (test)'. Below these fields are two buttons: 'Remove Accommodation' and 'Request Additional Accommodation'.

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in orange.

At the bottom of the page, there is a footer that reads 'POWERED BY ■ s y m p l i c i t y' and a link to 'Privacy Policy | Terms of Use'.

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Your Academic Accommodation Letter will be automatically sent to your portal and to the faculty of the courses you selected overnight on the day of your request. Reach out to drc@calpoly.edu with any questions!