



Accommodate Prospective Student User Guide

Office of ACCESSibility

**Accommodations | Collaboration | Consultation | Educational Support
Services**

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Introduction to Accommodate:

We are thrilled to announce the launch of Accommodate, our new and simplified platform designed to streamline student accessibility. Accommodate serves as a one-stop hub where students can easily manage all aspects of their accommodation in one location. In addition, faculty can easily manage and navigate accommodations through a single platform, ensuring that all accommodations are effectively implemented. Accommodate allows students to quickly access their accommodation requests, testing schedules, and other important resources—all in just a few clicks!

We're confident that Accommodate will not only improve the accessibility experience but also make the process smoother and more efficient for everyone involved. We are here to support you as you transition to this new platform and look forward to seeing the positive impact it will have.

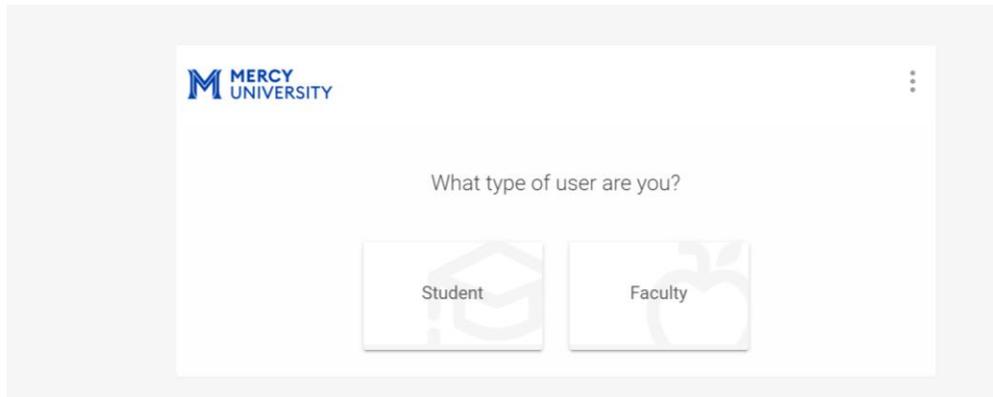
Thank you for your attention, and we're excited to see how Accommodate enhances the overall student experience!

Accommodation Application

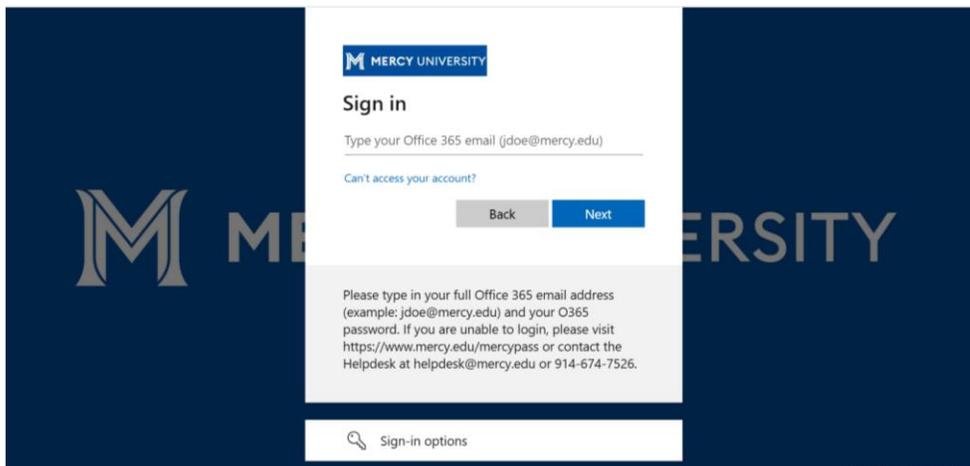
If you're interested in requesting accommodations through the Office of Accessibility, please follow the steps below to complete your Accommodation Application. For additional support or information about accessible services, feel free to contact us at accessibility@mercy.edu

1. Log in to Accommodate through the link below: <https://mercy-accommodate.symplicity.com/>

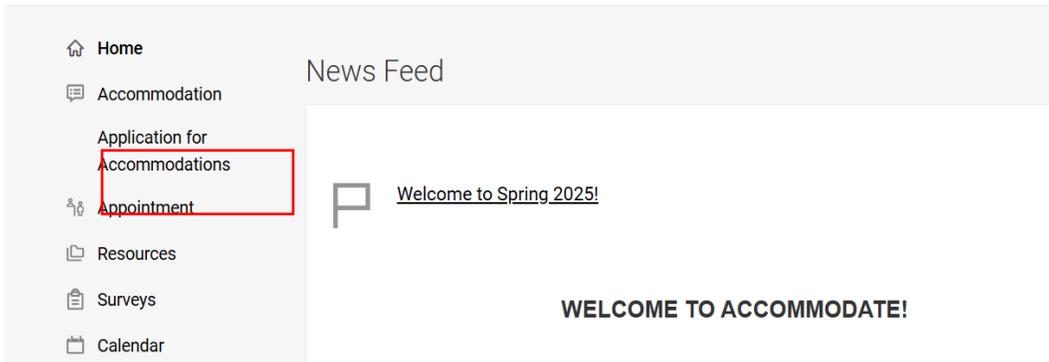
Choose **Student** as the type of user



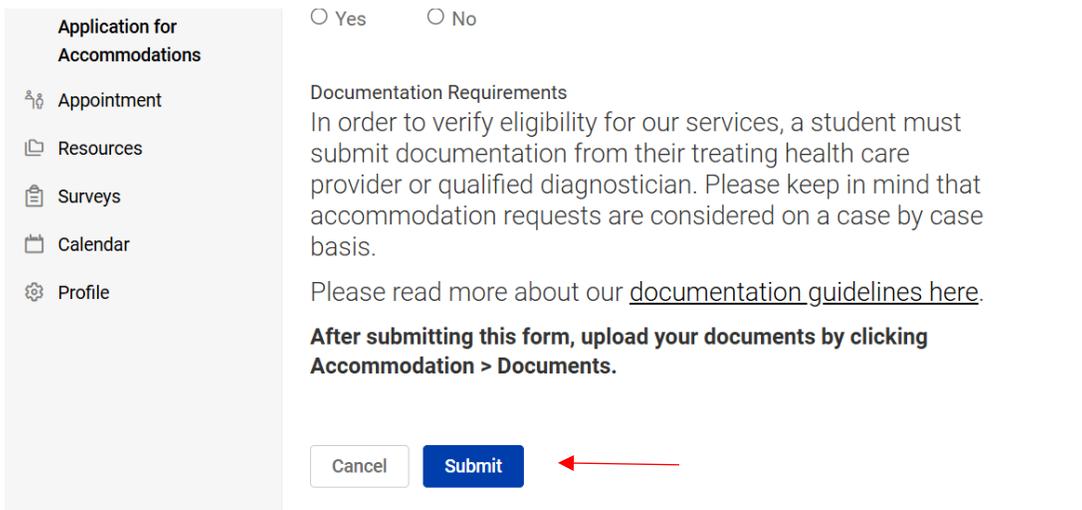
Note: Be sure to have your Mercy University credentials on hand to sign in.



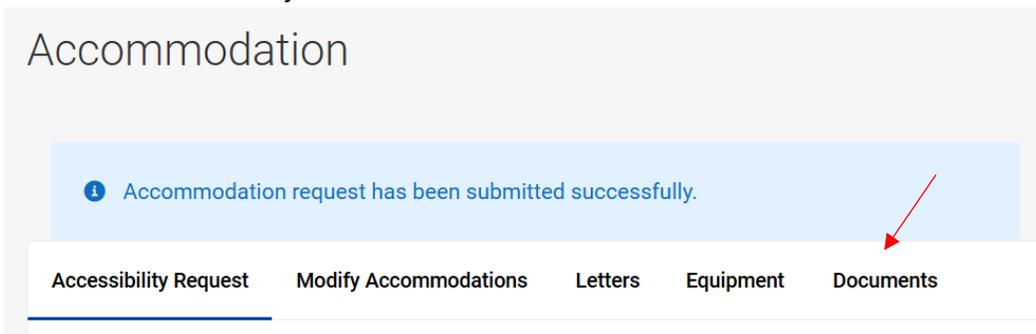
2. On the left-hand side of the home screen, there will be a drop-down menu.
 - Accommodation > Application for Accommodations



1. Fill out the application to the best of your ability and hit submit at the bottom of the page.
 - **Note:** Review Documentation Guidelines, as this will help with the next steps.



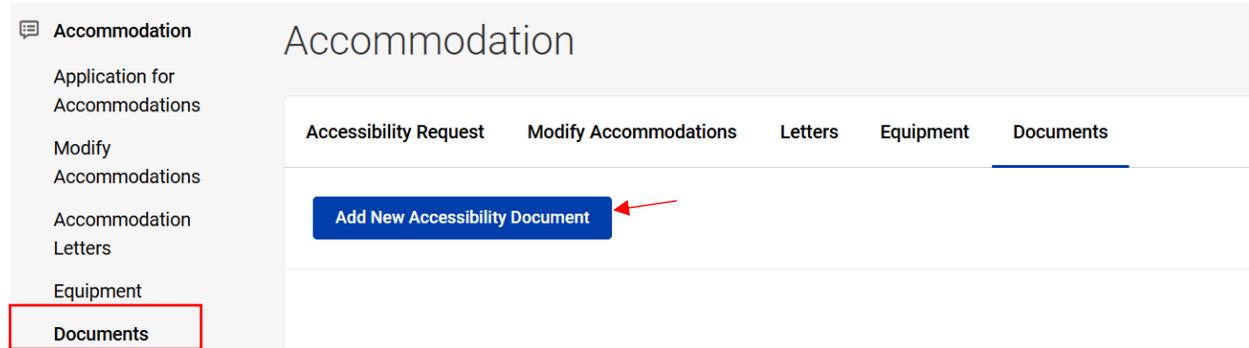
Note: Students will receive a notification at the top of the screen once the application is submitted successfully.



Documentation Submission

Students are required to submit documentation for review in order to determine eligibility for accommodations. This documentation helps the ACCESSibility team assess your needs and ensure appropriate support is provided. For further information on documentation, please review documentation guidelines are on page 4.

1. On the left-hand side of the home screen, Click **Documents**
 - Documents > Select **Add New Accessibility Document**



2. **Upload** Documentation to student file. Click **Save**.
Note: *Word & PDF files acceptable*

Next Steps:

Your Accommodation Application and supporting documentation will be reviewed by the ACCESSibility team. Please allow up to one week for the review process. For any questions or concerns, please contact accessibility@mercy.edu

ACCESSibility Documentation Guidelines

The Office of ACCESSibility is here to ensure that Mercy College is accessible to all students. If a student requires accommodations or auxiliary aides due to a disability, as outlined in the Americans with Disabilities Act (ADA), we are here to help! We also serve students who are pregnant or nursing, students who require accommodations for religious observations/ personal beliefs, and students who have been recently injured.

In order to verify eligibility for our services, a student must submit documentation from their treating health care provider or qualified diagnostician. Please keep in mind that accommodation requests are considered on a case by case basis.

Types of documentation that may be helpful to provide are:

- Educational, psychological, or medical records
- Reports, assessments, or evaluations from healthcare providers, clinical psychologists, licensed social workers, or school psychologists
- Documents that outline use of academic accommodations such as an IEP, 504 Plan, or list of approved accommodations from a previous institution

Documentation MUST include:

1. A statement identifying the nature of the disability experienced by the student.
 - Diagnosis, type of health issue, etc.
2. A description of the functional impact of the disability. The functional limitation is a description of how the student's disability affects the student in an academic setting.
 - What symptoms does the student experience?
 - How does this effect their ability to function in the classroom?
 - What challenges does the student experience in relation to their studies?
3. Any treatments, medications, services, or assistive devices currently prescribed, their level of effectiveness, and potential side effects from medications as they might relate to school.
4. Information stating the certification, licensure, and/or qualification of the individual providing the supporting documentation (documenting professional). Documentation must be provided in an un-editable format (ex: PDF) on letterhead, signed, and include the licensed professional's title, license number, address, and phone number.
 - Documenting professional must be a qualified professional whose credentials demonstrate expertise in the respective field.
 - Documenting professional may not be related to the student.

This list is not comprehensive. The following are listed as examples. All documentation will be evaluated on a case by case basis. The Office of ACCESSibility may require additional documentation if documentation provided does not fully support the request being made.

Request due to:	Examples of Limitations:	Examples of Supporting Documentation
Learning Disability	Difficulty with speaking, reading, concentrating, thinking, processing, etc.	High School IEP, 504 plan, school evaluations, achievement tests.
Vision and Hearing	Deaf, hard of hearing, blind, low vision, color blindness, light sensitivity, etc.	If disability is not apparent, a letter and/or evaluation may be required from a medical professional.
Caring for Oneself	Difficulty with breathing, sleeping, eating, and/or communicating.	If disability is not apparent, a letter and/or evaluation may be required from a medical professional.
Performing Manual Tasks	Difficulty with walking, standing, lifting, bending, working, and/or other mobility impairments.	If disability is not apparent, a letter and/or evaluation may be required from a medical professional.
Major Bodily Functions	Digestive, immune system, respiratory, circulatory, and neurological conditions.	A letter and/or evaluation from a medical professional.
Psychological	Diagnosis of anxiety, depression, bipolar, mood disorders, personality disorders, dissociative disorder, PTSD, ADD/ADHD, etc.	A letter and/or evaluation from a medical professional.
Allergy	Documented allergic reaction (ex: food items, latex, etc.) that may interfere with course work.	A letter and/or evaluation from a medical professional.
Pervasive Developmental Disorder	Diagnosis of Autism, Autism Spectrum, Asperger's, PDD-NOS, etc.	High School IEP, 504 plan, school evaluations, achievement tests.
Other Medical Condition	Injury (temporary or permanent), side effects of medical treatment, etc.	A letter and/or evaluation from a medical professional.
Religious or Personal Beliefs	Requests related to food preferences, absences, classroom content, etc.	Discussed on an individual basis with The Office of ACCESSibility
Housing Requests	Requests for Emotional Support Animal, single unit, gender-related requests, assistive devices, etc.	<i>*Certain housing requests require additional forms; please contact ACCESS team as soon as possible to discuss your request.</i>
Pregnancy/ Nursing Mothers	Requests related to medical issues/ concerns as a result of pregnancy or nursing	A letter from medical professional.