

## Requesting Adjustments on Accomodate: Returning Students

1. On Gateway's homepage, [www.gatewayct.edu](http://www.gatewayct.edu), click on the **"myGateway"** link along the top of the page.

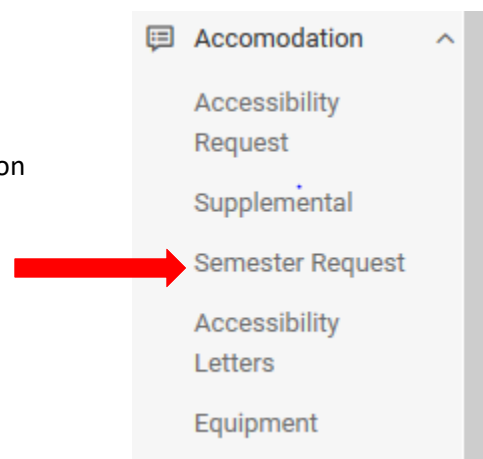


2. Click on the link labeled **"Student Accessibility Services"**.



Request or check your academic adjustments

3. Log in using your MyCommnet username (e.g. 12345678@student.commnet.edu) and password.
4. Using the menu, click on **"Accommodation"**, then click on **"Semester Request"**.



5. Click on **“Add New”**.
6. From the drop down menu, select the semester which you are applying for services.
  - a. Ensure your class schedule is accurate (changes to your schedule take 24 hours to be processed and reflected on this site). If you have made a recent schedule change, wait until the following day to complete your request.
7. Select which academic adjustments you need applied to which classes by clicking on **“Review the Renewal”**. Once satisfied with requested services, click **“Submit”**.
  - a. If you would like all of your services to apply to all of your classes, click on **“Submit for All Accommodations”**.

i You have been approved for:  
**Exam Adjustments/Scribe**  
**Classroom Adjustments/Special Seating/Furniture**

Semester

Summer 2020▼

Back

Submit For All Accommodations

Review The Renewal

**Intro: Exceptional Children II**

2353

Starts June 01, 2020

Ends June 30, 2020

8. Once your request is processed, you will receive a copy of your Academic Adjustment Letter in your GCC email. **It is your responsibility to follow up with your professors to ensure they also received the letter.**
9. Though it is not necessary, feel free to follow up with Student Accessibility Services to ensure your request was received.

Student Accessibility Services

Office: 203-285-2231

Email: [rchomicz@gatewayct.edu](mailto:rchomicz@gatewayct.edu); [skusiak@gatewayct.edu](mailto:skusiak@gatewayct.edu)