Steps to Completing Request Form for Class Accommodations

**Step 1:**
Click on [https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?formId=5049](https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?formId=5049)

**Step 2:**
The link will take you to this screen:
Step 3:
Scroll to the bottom of the screen and select CONTINUE. This will allow you to fill in the form.
**Step 4:** Complete the entire form. When you get to box #23, select “click here to sign”. A box appears. You must type in your full name. Example below. When done, select **APPLY**.
**Step 5:** You must submit an attachment.

**Returning Student:** If you are a returning student, and San Antonio College is your home campus, and we have a copy of your disability paperwork, then you can attach a copy of your schedule or a sheet of paper.

**New Student:** If you are a new student AND your home college is San Antonio College, you must attach a copy of your disability paperwork.

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**21. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT WORKED**

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**22. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT DID NOT WORK AND WHY**

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The Office of Disability Support Services will determine reasonable accommodations as appropriate under the applicable laws.

***IMPORTANT NOTICE OF ACKNOWLEDGEMENT***

I must be registered in a course for the accommodation process to begin.

It is my responsibility to notify the Disability Support Services Office when any schedule changes occur to be considered for accommodations.

Failure to notify the Disability Support Services Office will result in accommodations not being processed, for which I assume FULL responsibility.

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**23. STUDENT SIGNATURE**

Jen Alviço

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**24. DATE**

Nov 12, 2021

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**FOR OFFICE STAFF USE ONLY**

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**25. RECEIVED BY**

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**26. DATE**

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**Add attachment**
**Step 6:** If your form is correctly completed, a “CLICK TO SIGN” will appear. Select “CLICK TO SIGN”. If you have any errors on the form, it will take you to that box to correct.

<table>
<thead>
<tr>
<th>21. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT WORKED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
</tr>
</tbody>
</table>

| 22. IF YOU RECEIVED ACCOMMODATIONS LAST SEMESTER, WHAT DID NOT WORK AND WHY |
|Test|

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**23. STUDENT SIGNATURE** 

Jennifer Alvizo  

ENDORSED APPLICANT Date: Nov 5, 2021

**24. DATE** 

Nov 15, 2021

**FOR OFFICE STAFF USE ONLY**

<table>
<thead>
<tr>
<th>25. RECEIVED BY</th>
<th>26. DATE</th>
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</table>
Step 7: When you “click to sign”, a box will appear for you to add your student email address. Enter your school email account (ending in student.alamo.edu) and Click to Sign.
Step 8: When you click to sign, you will receive the message below stating that your submission went through. You will receive a copy to the email you provided or you can select “download a copy”. You can exit out of this screen. You are done.

For any questions or if you would like assistance in completing the form, please contact us at:

**disABILITY Support Services at San Antonio College**

(210) 486-0020
sac-dSSstudent@alamo.edu

**Hours of Operation:**
Monday, Wednesday, Thursday, Friday – 8 a.m. – 5 p.m.
Tuesday – 8 a.m. – 7 p.m.
First Saturday of the month – 9 a.m. – 1 p.m.

*Hours subject to change for holidays.*