



SOUTHWESTERN UNIVERSITY

Center for Academic Success

Steps to Using Approved Accommodations for Classes

If you would like to be able to use any of your approved academic accommodations for one or more of your classes in a given semester or summer term, you need to select the accommodations you want to use for each class. Here are the steps:

1. Log onto SSD Online Services (<https://rainier.accessiblelearning.com/Southwestern>) using your SUEID and password.
2. Scroll down to "Select Accommodations for your Class," and select the check boxes next to the class(es) for which your accommodations are needed.
 - a. Courses may take up to 48 hours to display in the system after you have registered for them. If you do not see one or more of your courses in the list below 48 hours after registering, please contact the Center for Academic Success/Services for Students with Disabilities in person (Prothro Center, Suite 120), by email (su_accommodation@southwestern.edu), or by phone (512-463-1286).
 - b. A course may not display if you are on the waiting list for the course.
3. Click on "Step 2 – Continue to Customize Your Accommodations."
4. Select the specific accommodations you feel the need to use for each class (these may differ based on the format of each class).
 - a. If you can't remember exactly what your approved accommodations are, click on "My Eligibilities" on the left navigation pane.
 - b. Please consider the format of each class before making your accommodation selections. For example, if you know there will not be any tests or quizzes in a certain class, you don't need to select your "Alternative Testing" accommodations for that class.
5. Click on "Submit Your Accommodation Request."