# SEMESTER REQUEST FOR

# SIGN LANGUAGE INTERPRETING and REAL-TIME CAPTIONING

**Prior to each term, submit a Semester Request to request Sign Language Interpreting or Real-Time Captioning for your courses.**

1. Log in to your Accommodate Student Portal [(https://c43-shib.symplicity.com/sso/)](https://c43-shib.symplicity.com/sso/) using your

existing Net ID and Password.

1. From the Home screen, click on “Accommodations Information” from the Navigation Menu.



1. Select “Semester Request” from the drop-down menu.



1. Click on the “Add New” button.



1. Select the appropriate semester from the “Semester” drop-down menu.



1. Click on the “Review the Renewal” button.



1. If applicable, deselect the courses for which you will **NOT** need services.



1. Click on the “Submit” button at the bottom of the page.
2. Once your request has been approved by Accessibility Services you will see “APPROVED” next to your semester request.



1. The Interpreting Office will begin searching for service providers for your courses.
2. If you have any questions or concerns regarding services, please send an email to interpreting@csueastbay.edu.