# SEMESTER REQUEST FOR

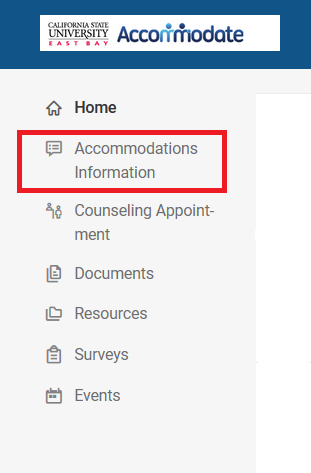
# SIGN LANGUAGE INTERPRETING and REAL-TIME CAPTIONING

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

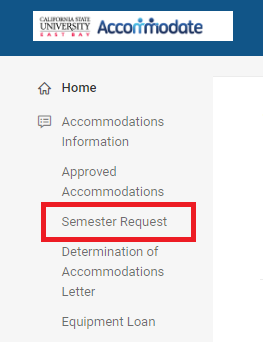
1. Log in to your Accommodate Student Portal [(https://c43-shib.symplicity.com/sso/)](https://c43-shib.symplicity.com/sso/) using your

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.

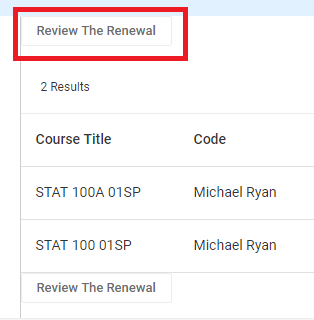


1. Select the appropriate semester from the “Semester” drop-down menu.

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



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

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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.

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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.