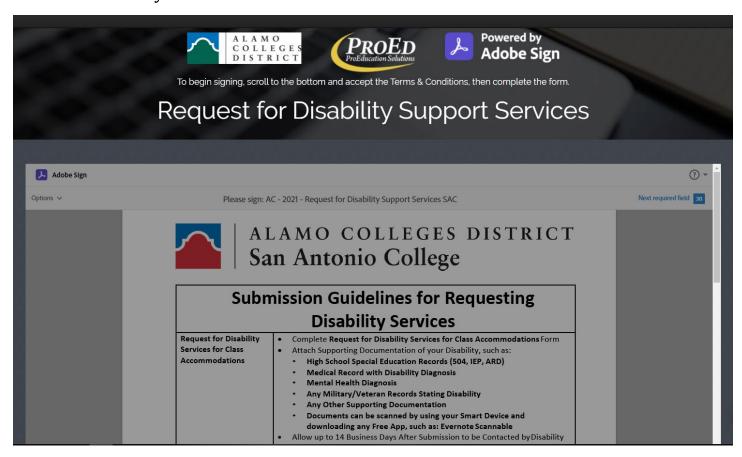
Steps to Completing Request Form for Class Accommodations

Step 1:

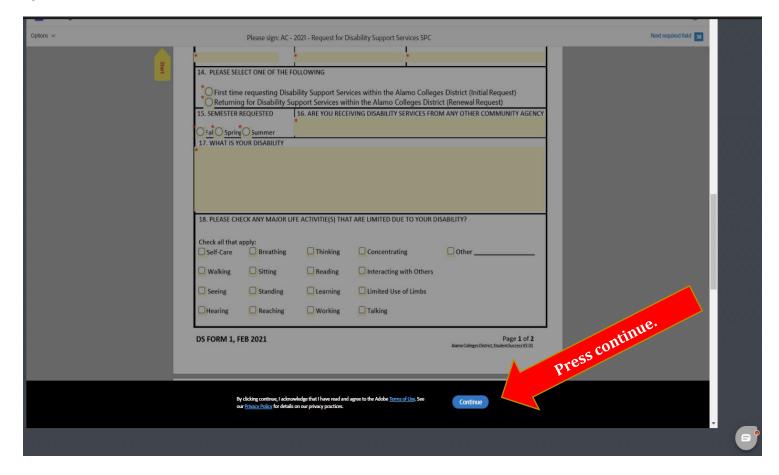
Click on https://proone.proed.org/AdobeSign/ProDocDocumentRequest/?formId=5049

Step 2: The link will take you to this screen:

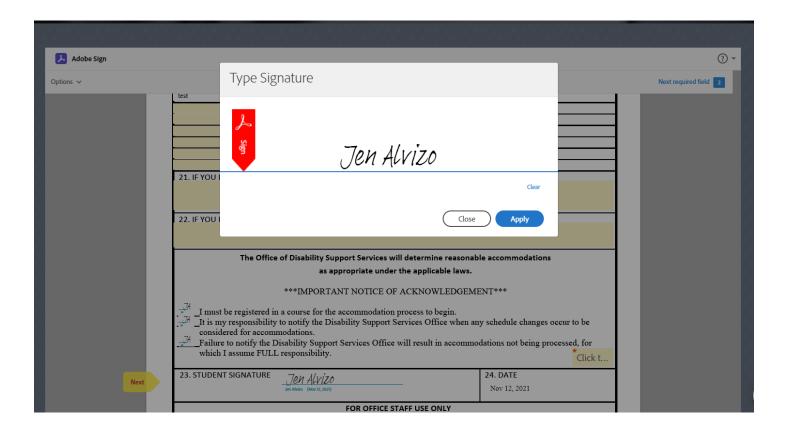


Step 3:

Scroll to the bottom of the screen and select CONTINUE. This will allow you to fill in the form.



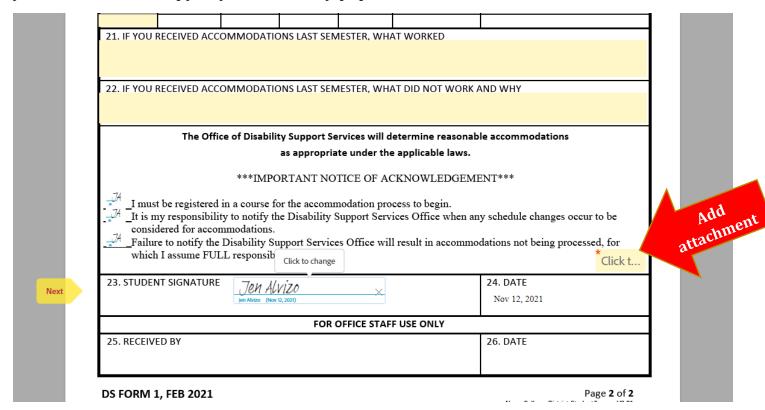
Step 4: Complete the entire form. When you get to box #23, select "click here to sign". A box appears. You must type in your full name. Example below. When done, select **APPLY**.



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.

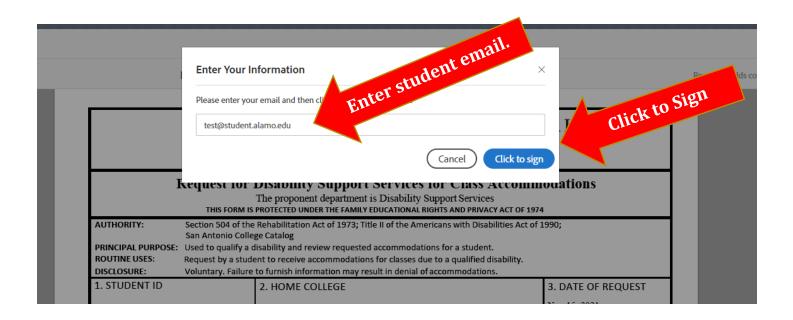
New Student: If you are a new student AND your home college is San Antonio College, you must attach a copy of your disability paperwork.



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.

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The Office	e of Disability Support Ser	rvices will deter	mine reasonable acc	ommodations	
	as appropriat	te under the app	licable laws.		
	***IMPORTANT NOT	TICE OF ACKN	OWLEDGEMENT**	k sk	
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considered for accom Failure to notify the I which I assume FULI	amodations. Disability Support Services L responsibility.	s Office will rest	Office when any schealt in accommodation 24. I No	s not being prod	cessed, for

<u>Step 7</u>: 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. (3)

to begin signing, scrott to the bottom and accept the terms & conditions, then complete the form

Request for Disability Support Services



Thank you for signing AC - 2021 - Request for Disability Support Services SAC A signed copy has been sent to you. You can also download a copy of what you just signed.

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.