

ARC Go!



How To Request Accommodations

ARC GO! ACCOMMODATION REQUESTS

OVERVIEW OF ACCOMMODATION REQUESTS

This tutorial explains the steps you must take at the beginning of EACH SEMESTER to notify your instructors about your accommodations. This does not include ALL of your appointed accommodations. The list of accommodations that appear are what will be included in the Faculty Notification Letter.

- 1. After registering for classes each semester, you will submit a request specifying which accommodations you plan to use in each course.**
- 2. You will then submit your Accommodation Request to ARC staff.**
- 3. After you submit your Accommodation Request, ARC emails each instructor with your customized Student Accommodations.**

Visit ARC Go!

CALIFORNIA
STATE
UNIVERSITY

Chico

Login

Username:

Password:

[Forgot Password?](#)

[Forgot Username?](#)

Login

Security Notice:

Remember to close your browser window when you are done.

Need Help?

For account support call
530-898-HELP (4357)

**Enter your Wildcat Username
and Password**

ARC Go! Select Accommodations

After logging in, you will land
on **My Dashboard**.

Be sure to read the
IMPORTANT MESSAGE(S)
circled in red.

Below that, you will find the
'Select Accommodations for
Your Class' section.

OVERVIEW



IMPORTANT MESSAGE(S)

Please read the following message(s) regarding your account:

- **Your To Do List:**

- No Accommodation Requests Found**

- You have not submitted any accommodation requests for the current term. Please remember to request any accommodations needed for your classes in a timely manner.

Select Accommodations for Your Class

Important Note

1. Course may take **up to 48 hours** to display in the system after you have registered for your courses. If you do not see one or more of your courses in the list below **48 hours** after registering, please contact Accessibility Resource Center.
2. Your courses might not display below if you are part of the course waiting list.
3. If you are **unable to select the checkbox** from the list of courses below, that means you have submitted your request for accommodation for that course.
4. If you wish to **modify your accommodation request** (change, cancel a request) scroll down until your course is displayed and select either modify request or cancel request.

Step 1: Select Class(es)

- Fall 2019** - ACCT 201.02 - INTRO TO FINANCIAL ACCOUNTING (CRN: 000077)
- Fall 2019** - BADM 300W.03 - COMMUNICATION IN BUSINESS (W) (CRN: 005687)
- Fall 2019** - BLAW 203.01 - INTRODUCTION TO BUSINESS LAW (CRN: 021824)
- Fall 2019** - MATH 108.10 - STATISTICS OF BUSINESS & ECON (CRN: 001042)
- Fall 2019** - PHIL 336.02 - AMER INDIAN ENVIRON PHIL (CRN: 020644)

Step 2 - Continue to Customize Your Accommodations

How to Select Accommodations

Step 1: Select Class(es)

- Fall 2019 - ACCT 201.02 - INTRO TO FINANCIAL ACCOUNTING (CRN: 000077)
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Step 2 - Continue to Customize Your Accommodations

STEP 1: SELECT CLASSES

Check each box for the class(es) in which you want to use accommodations.

Then, select 'Continue to Customize Your Accommodations.'

How to Customize Accommodations

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

PHIL 336.02 - Amer Indian Environ Phil (CRN: 020644)

Instructor(s):

Days and Time(s): **Not Specified**

Date Range(s): **08/26/2019 - 12/20/2019**

Location(s): **WWW ONLINE (Campus: CHICO)**

Select the check box if you have entered a **WRONG CRN**. You will not be able to submit requests if you do.

Select Accommodation(s) for PHIL 336.02

Alternative Testing

STEP 2: CONTINUE TO CUSTOMIZE YOUR ACCOMMODATIONS

Under the title of each course you have selected, check the box for the accommodations you would like to utilize and include in your faculty notification letter. Once you have chosen for each course, select 'Submit Your Accommodation Requests.'

Submit Your Accommodation Requests

Back to Overview

Successful Accommodation Request

You have successfully
requested your
accommodations!



SYSTEM UPDATE IS SUCCESSFUL

The system has successfully processed your request.

After submitting your Accommodation Requests, ARC will email your instructor(s) the *Notification of Accommodations* that lists all of the accommodations you choose to use in each course.

NOTE: You will also receive a copy of this email when it is sent.

Successful Accommodation Request

COMIC 401.00A - Science Of Superpowers (CRN: 00008) [Modify Request](#) [Cancel Request](#)

Instructor(s): Stan Lee
 Days and Time(s): MTWRF at 12:00 PM - 01:00 PM
 Date Range(s): 06/01/2019 - 08/28/2019
 Location(s): PREST 321 (Campus: Main)

This will be your view on **My Dashboard** after submitting your Accommodation Requests per course.

Request Status



Pending

First Entered by: Customer Support
 First Entered on: **08/14/2019 at 09:41 AM**
 Last Updated by: Allyson Bartley
 Last Updated on: **08/20/2019 at 04:07 PM**

Notification Letter

Status: **Emailed**
 Last Emailed: **08/14/2019 at 09:45 AM**

If you choose to modify or cancel your accommodations, you can do so by selecting the 'Modify Request' or 'Cancel Request' in the top right corner of each request.

Pending Approval

Request Submitted on Monday, August 19, 2019 at 04:50:41 PM by Allyson Bartley

- Notetaking Services is Removed.

Available Action(s): [Cancel Pending Request](#)

List Accommodation(s) Selected for COMIC 401.00A

- Alternative Testing
- Notetaking Services

Other Information

- [View Complete Request History](#)
- [View Faculty Notification Letter Notes](#)

Questions?

**Please contact our office.
We're here to help!**

Phone: (530) 898-5959

Email: arcdept@csuchico.edu

[ARC Website](#)