Students use the Student Access and Accommodation System (SAAS) to request and manage approved accommodations.

REQUEST YOUR ACADEMIC ACCOMMODATIONS

1. Click on Your Menu, the menu that displays your name, on the upper left hand corner of the SAAS screen.

2. Click on the My Courses (Request Accommodations) menu option.

3. Find the row on the Courses table that correspond to the course for which you would like to request accommodations.

4. Click on the Request Academic Accommodations button.

5. Check the “I understand the Terms of My Accommodation Request.”

6. Click on Continue Request button.

7. Review your academic accommodations and check the boxes next to the accommodation(s) you would like to request.

8. Click on Submit Accommodation Request button.

   • You must request academic accommodations each semester for each course in which you intend to use academic accommodations.

   • SAAS does not guarantee an email when your academic accommodations are approved.

   • If your accommodation request is denied, SAAS generates an email prompting you to contact an NCOD advisor to discuss your denied academic accommodation request.

   • You may check the status of your academic accommodations using the Your Menu, My Accommodations and Services menu option.

National Center on Deafness is available if you need additional information or assistance with SAAS:

   Email: ncod@csun.edu
   Stop by NCOD: Jeanne Chisholm Hall
   Call: 818-677-2614    Videophone: 818-671-4443

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