



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](mailto:ncod@csun.edu)

Stop by NCOD: Jeanne Chisholm Hall

Call: 818-677-2614 Videophone: 818-671-4443

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