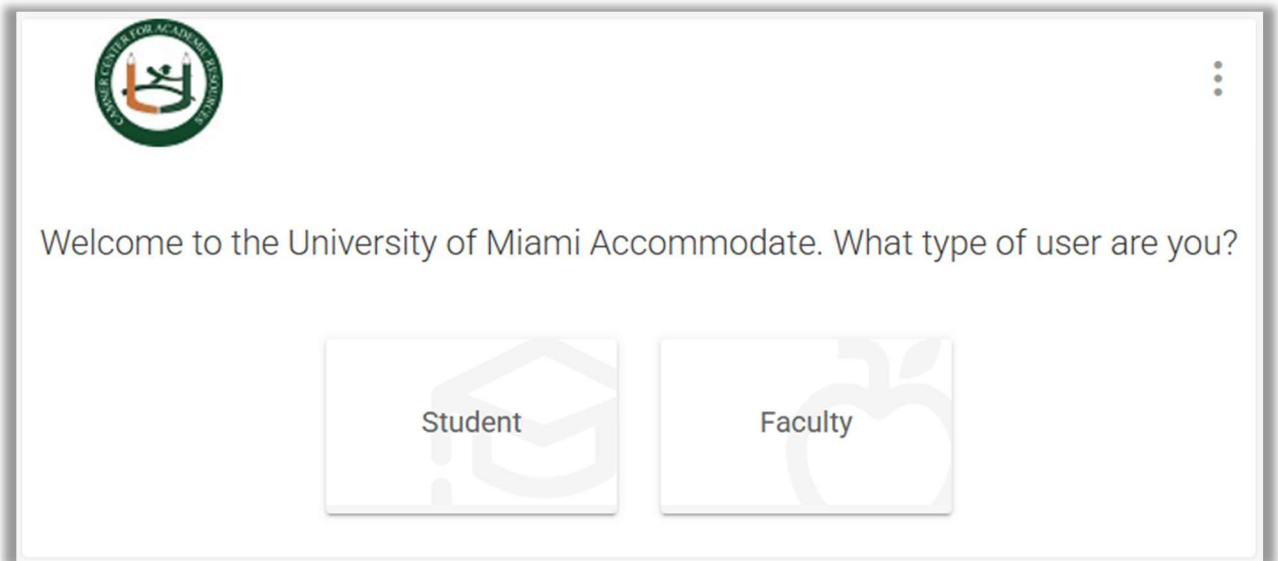


## Accommodate Step-by-Step Guide:

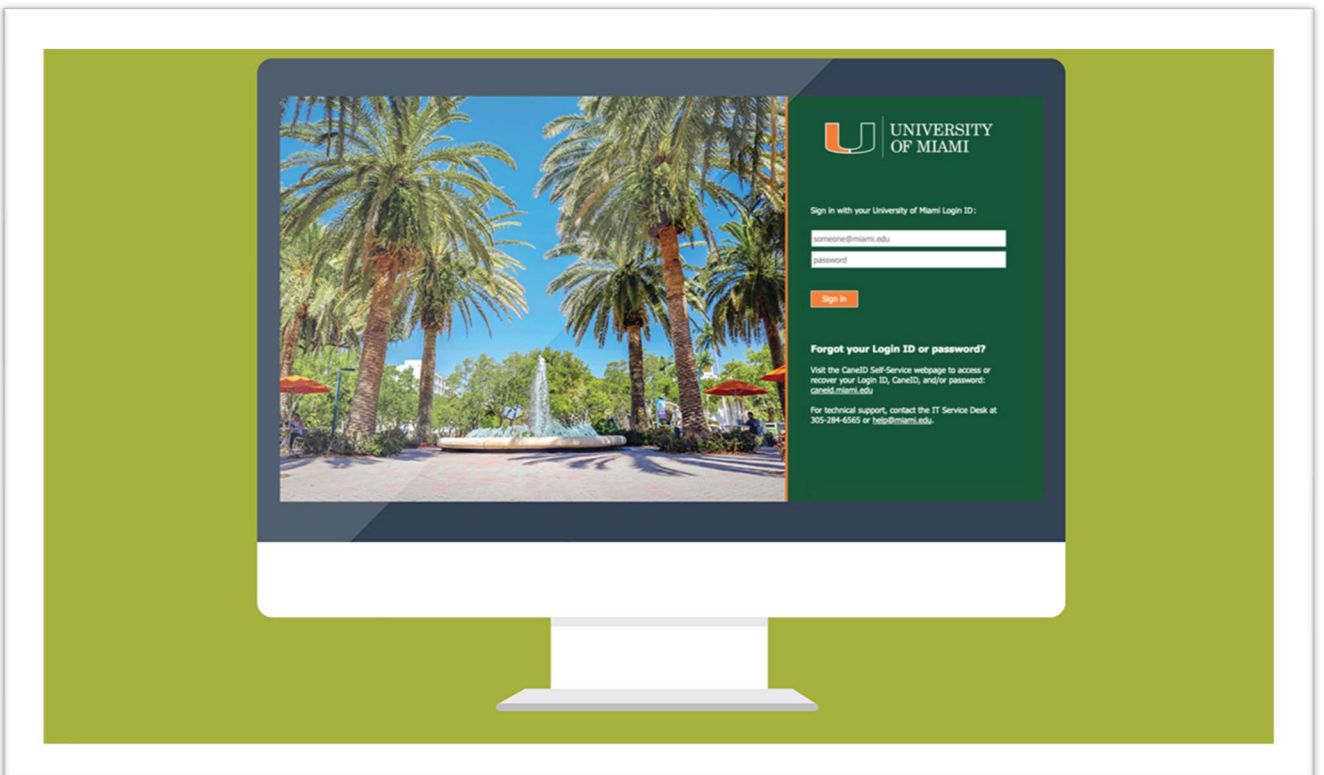
### Semester Request & Schedule Exams

At the beginning of each semester, students must a Semester Request to obtain the Professor Memo and enable the Exam Requests tab on Accommodate.

1. Go to [miami-accommodate.symplicity.com](https://miami-accommodate.symplicity.com) and select your user type:



2. Sign in with your University of Miami Login ID:

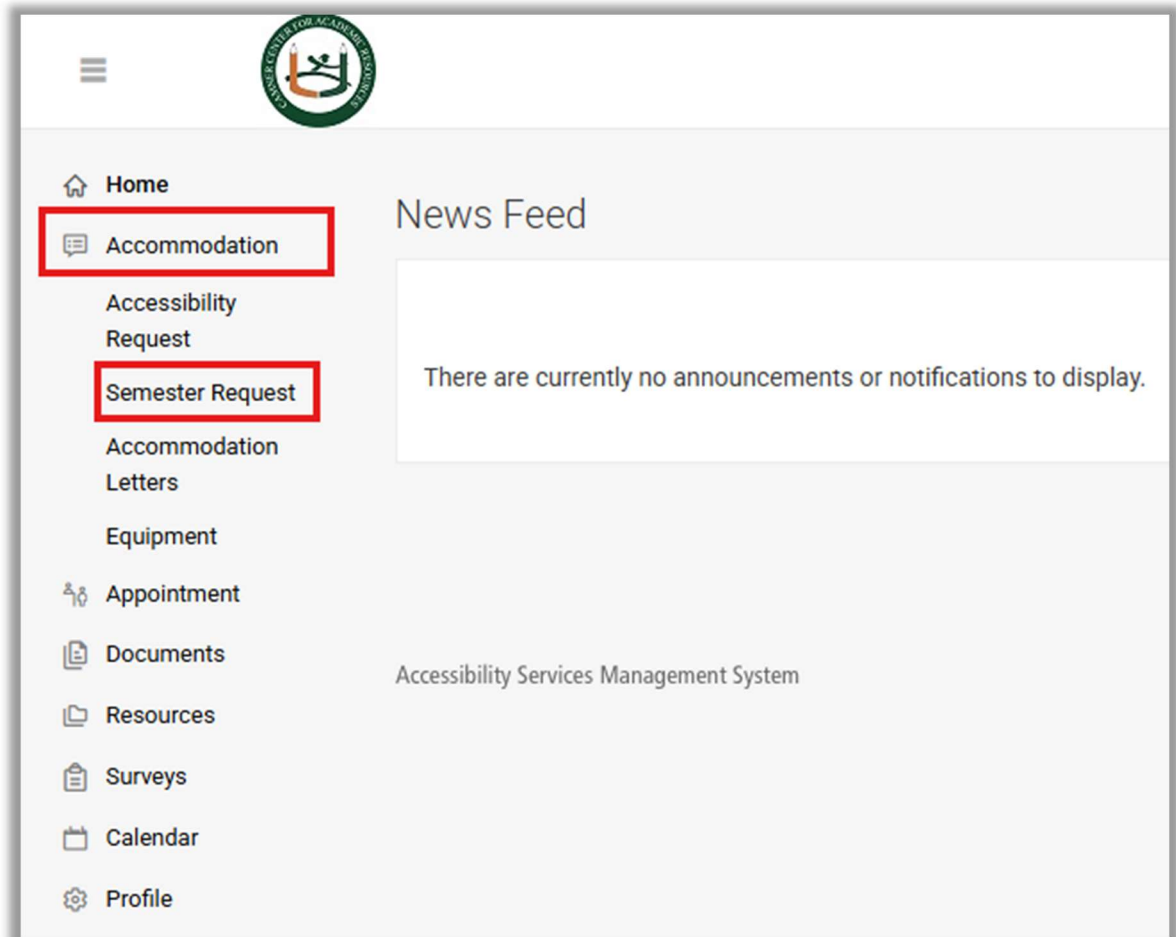


3. You will need to authenticate with the Microsoft Authenticator App:



#### 4. Semester Request

- a. If you see the **Exam Requests** tab, you have been semester activated and can skip to #9.
- b. If you do not see the Exam Requests tab, click on the drop-down list for **Accommodation** and then click on **Semester Request**



5. Click **Add New**.

return | Return to list (Accommodation)

## Accommodation

Accessibility Request Semester Request Letters Equipment

Semester

Apply Search

**Add New** 15 Results SORT BY: Date Needed Showing 20

6. Select the current semester from the drop-down list,
- review the courses listed and
  - click **Submit For All Accommodations**.

## Accommodation

Accessibility Request Semester Request Letters Equipment

**You have been approved for:**  
**Extended time on examinations/1.5**

Semester

Summer 2025

**Submit For All Accommodations**

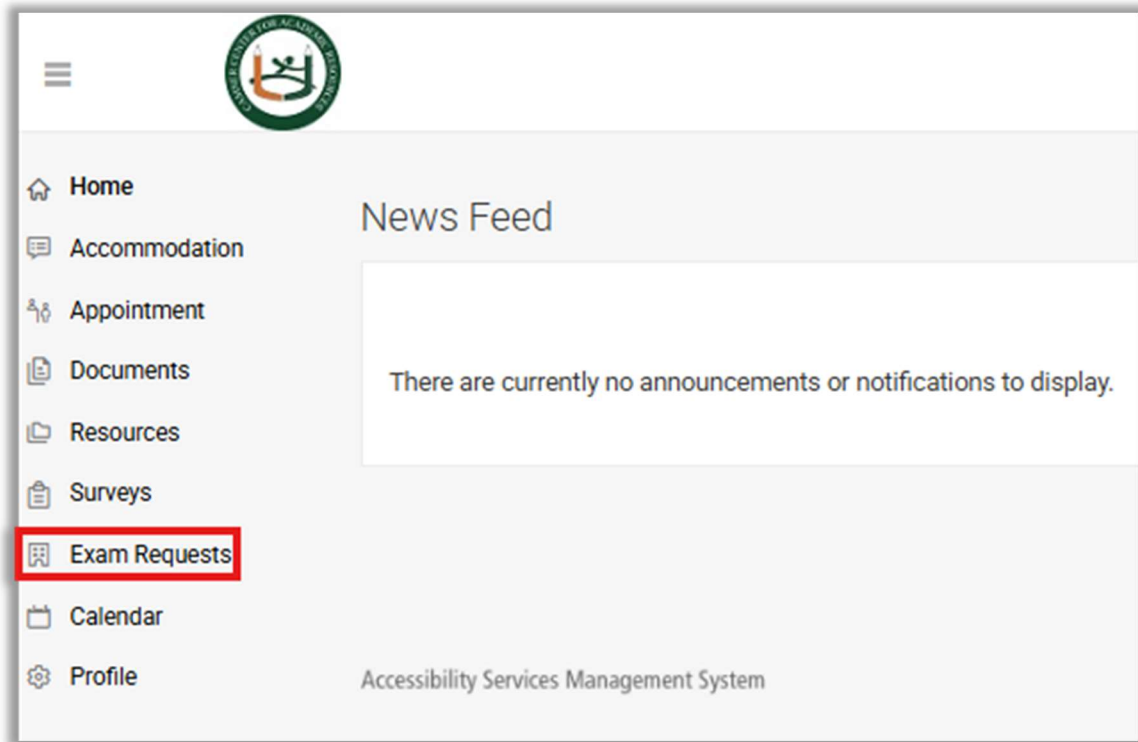
Review The Renewal

**MTH161B10**  
CALCULUS I  
Starts June 16, 2025  
Ends August 02, 2025

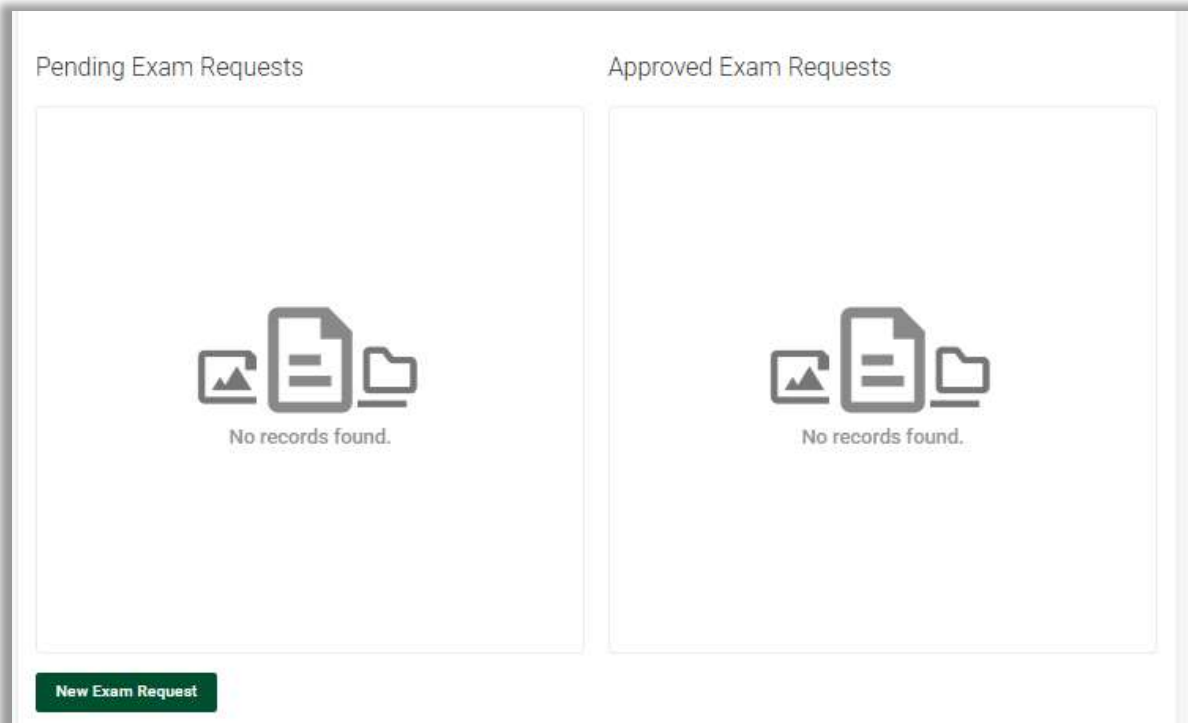
7. Once submitted, ODS will approve the request within 72 hours, and you will receive your **Professor Memo** to your UM email.

## 8. Exam Requests

- a. Once ODS has approved your semester request, you will see the **Exam Requests** tab.



9. To schedule an exam, click **New Exam Request** from the **Exam Requests** tab.



10. On Step 1, **select the correct course + section** from the drop-down list and click **Next Step**.

Home / Testing Room / Exam Requests

## Exam Requests

**1. Select a Filter**  
Start by applying a filter to see available options.

Course \*

  
> Add Optional Filters

Clear Filters Next Step

**2. Select a Date**  
Dates will appear once you add filters.

**3. Select a Space**  
Spaces will appear once you add filters.

11. On Step 2, **select the date** from the calendar option:

**Note:**

ODS requires a minimum of 7 days advance notice when scheduling exams.

The system will only show you dates with slots available.

**2. Select a Date**  
Need to update the dates? Head back to step 1 filters to make changes.

< July, 2025 >

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|-----|-----|-----|-----|-----|
|     | 1   | 2   | 3   | 4   | 5   | 6   |
| 7   | 8   | 9   | 10  | 11  | 12  | 13  |
| 14  | 15  | 16  | 17  | 18  | 19  | 20  |
| 21  | 22  | 23  | 24  | 25  | 26  | 27  |
| 28  | 29  | 30  | 31  |     |     |     |

**3. Select a Space**  
Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

> Student Services Building 2 Times Available

12. On Step 3, **select from the time slots** available and click **Request**.

### 3. Select a Space

Looking for better options? Use the filters in Step 1 and 2 to narrow your search.

| Student Services Building                             | 2 Times Available                      |
|---|--|
| 2025 Summer- Main Testing Room<br>8:00 am   233 mins  | <input type="button" value="Request"/> |
| 2025 Summer- Main Testing Room<br>10:00 am   233 mins | <input type="button" value="Request"/> |

13. Enter the **exam name** (ex: Exam #3). The system will automatically calculate the length of the exam based on the class length.

a. Click the **“I agree”** box and **submit** your exam request.

#### Confirm Exam Booking

Testing Room  
2025 Summer- Main Testing Room

Course  
MTH161B10 (CALCULUS I)

Exam \*

Testing Date  
July 30, 2025

Testing Time  
8:00 am

Length  
Completing this field will cause the page to reload. All fields will retain their values.  
233

End Time  
11:53 am

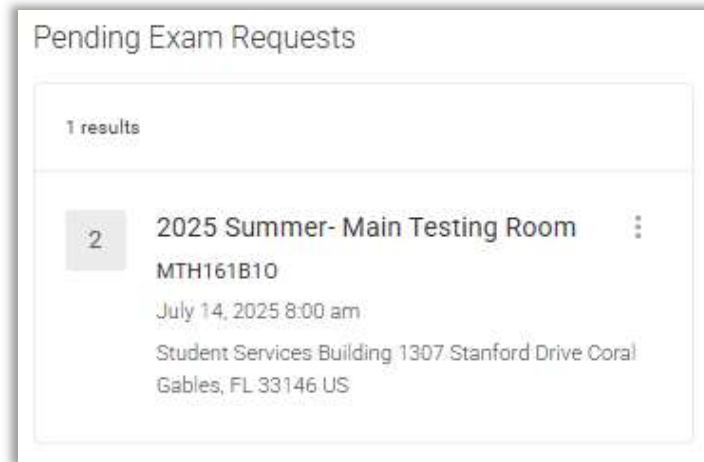
Honor Code \*

By submitting this request, you are acknowledging that you are bound by the **University of Miami's Honor Code**. All forms of scholastic dishonesty are prohibited. Any and all suspicious activity will be addressed according to **ODS's Honor Code Violation Procedure**.

By submitting this request, you are acknowledging that you have read and understand the **ODS Testing Policies and Procedures**. Students must arrive on time for exams. Students arriving more than 30 minutes late will be directed back to the professor to reschedule the exam.

I Agree

14. Students and professors will receive an email regarding your testing request and your pending exam request will appear on your Accommodate profile under **Exam Requests** on the left side under **Pending Exam Requests**.



15. Once your professor approves the exam in Accommodate, you will receive an email confirmation and your exam will move to the right side under **Approved Exam Requests**.



16. If you need to cancel your exam request, you may do so by clicking on the three dots on the upper right corner and then click **Cancel**.

