Accessibility Resource Center

Continuing Student Accommodation Renewal Form

This form is for students who are currently registered with the ARC and are receiving services through our office. Please complete this form to renew your accommodation(s) with the ARC.

Instructions

1. Please submit the completed form as an attachment to accessibility@minneapolis.edu.
2. Following the receipt of this form, a staff member from the Accessibility Resource Center will contact you to schedule an appointment via phone or Zoom.
3. If you have documentation for your disability/disabilities, please submit them by following the directions on page two of this document.

Your Information

First Name   **Last Name**   **StarID**

Preferred Name   **Preferred Pronouns**

Phone Number   **College Email Address**

Preferred Contact Method: Phone   Email

Accommodation Renewal Information

I have registered for courses and am renewing accommodations for:

Fall 2020   Spring 2021

How are you currently managing your disability?

Have you experienced any new barriers since last semester?   Yes   No   If yes, please describe.

What types of accommodations did you receive last semester?

What types of student support services or support systems are you currently involved with? Please select all that apply.

Academic Success Center	**EOC**
TRIO Starting Point	**Counseling Services**
Boynton Clinic	**Other:**

Accessibility Resource Center

Minneapolis College is an equal opportunity educator and employer. This document is available in alternative formats to individuals with disabilities by calling Accessibility Resource Center at 612-659-6730 or by emailing accessibility@minneapolis.edu.

Protecting your Personal Identifiable Information

Your privacy and confidentiality are important to us. The Accessible Resource Center provides two options to submit your disability documentation. Emailing your documentation is not recommended. Email is not considered a secure method and does not meet the State of Minnesota's security protocols for personal identifiable information.   Please contact us at accessibility@minneapolis.edu if you have questions or concerns.

Fax

You may fax your documentation or supporting documents to the ARC: **612-659-6732**

Secure File Transfer

MoveItSecurely is an application licensed through the Minnesota State System that allows you to transfer confidential and large files securely to another person via a secure server. This service is available to faculty, staff, and students with a StarID. For password resets and other StarID support, visit the StarID Self Service page.

As the sender, you can indicate how many days the recipient has to download the file(s) from their MoveItSecurely "in box." Files can be saved for up to 14 days.

1.   Go to MoveItSecurely or https://securefileshare.minnstate.edu/

2.   Enter your StarID and password in the fields provided.

     Note: If you do not remember your StarID or password, visit the StarID Self Service page or https://starid.minnstate.edu/.

3.   Select [**Login**].

4.   Install the Upload/Download Wizard or select Disable the Wizard.

Sending Your Documentation

1.   Select **Send a new package**.

2.   Complete the **New Package** page to send your file(s).

3.   **To:** Enter accessibility@minneapolis.edu in the "To" field.

4.   **Subject:** : Enter your StarID and Documentation. For example: xx1234xx Documentation

5.   **Note:** Enter your message to us.

6.   **Files:** Select the [**Browse**] button to add files for uploading. Select **Add another file** if you have more than one file to upload.

7.   Once you have selected all files that you wish to send to us select [**Upload**].

8.   **Options:** Indicate whether you wish to receive a delivery receipt from us.

9.   Select [**Send**] to send the package now or select [**Save As Draft**] to send it later.