



# 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](mailto:accessibility@minneapolis.edu).

## 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 complete and save this form prior to submitting as an attachment to [accessibility@minneapolis.edu](mailto:accessibility@minneapolis.edu).
2. If you have documentation for your disability/disabilities, please submit them by following the directions on page two of this document.

### Your Information

<b>First Name</b>	<b>Last Name</b>	<b>StarID</b>
<b>Preferred Name</b>	<b>Preferred Pronouns</b>	
<b>Phone Number</b>	<b>College Email Address</b>	
<b>Preferred Contact Method:</b>	<b>Phone</b> <b>Email</b>	<b>Date form completed:</b> (MM/DD/YYYY)

### Accommodation Renewal

#### Would you like to meet with an Accessibility Specialist?

Yes, I want to discuss my accommodations with an Accessibility Specialist.

No, a meeting is not needed at this time. I would like the same accommodations as the previous term.

#### I have registered for courses and am renewing accommodations for:

Summer 2021

Fall 2021

#### What types of accommodations did you receive last semester?

Have you experienced any new barriers since last semester? If yes, please explain.

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

Academic Success Center

TRIO Starting Point

Boynton Clinic

Veteran Services

Counseling Services

Other:

## 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](mailto: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

MoveltSecurely 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 MoveltSecurely "in box." Files can be saved for up to 14 days.

1. Go to [MoveltSecurely](#) 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](mailto: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.