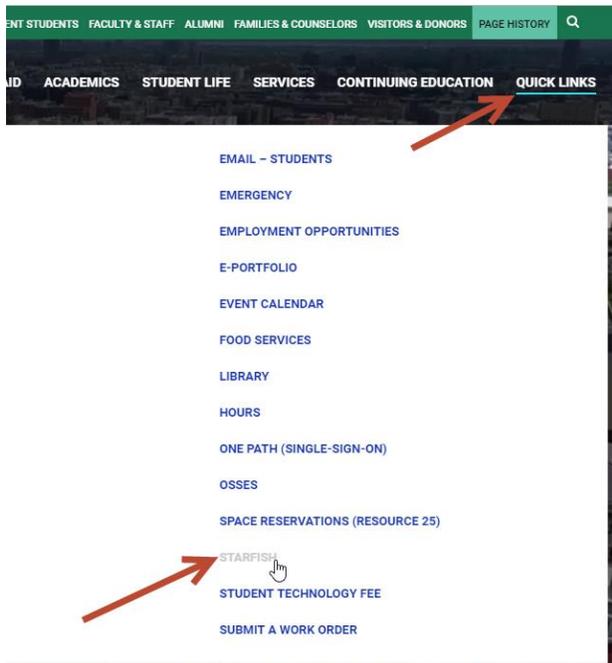


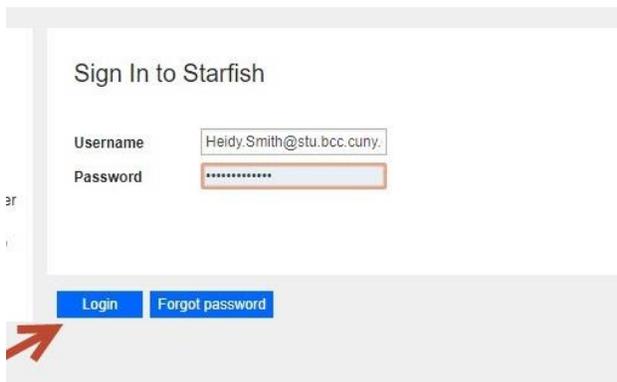
Starfish

How to Request Testing Accommodations

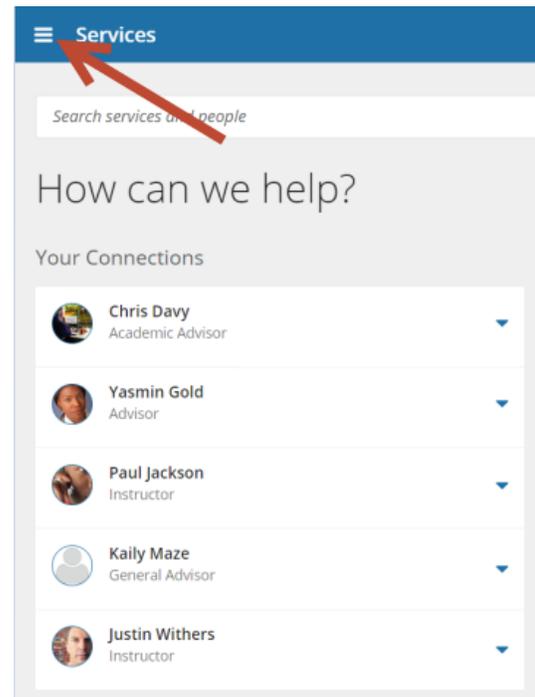
Step 1: Click on “Starfish” under the QUICK LINKS menu on the Bronx Community College website (bcc.cuny.edu) or go to <https://bcc.starfishsolutions.com/starfish-ops/>.



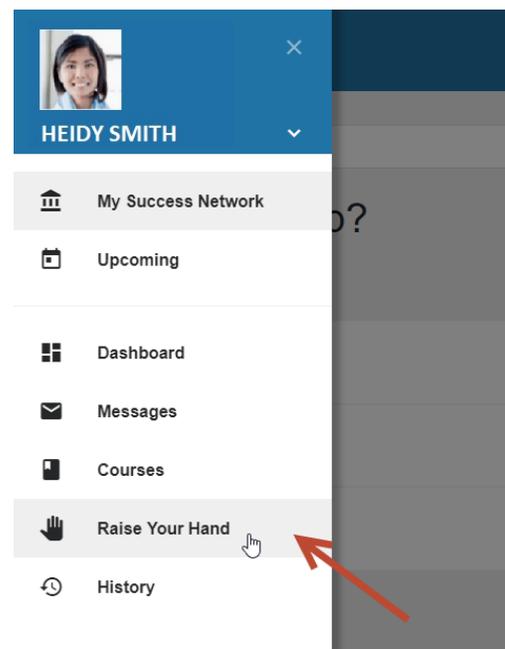
Step 2: Log in to Starfish using your full BCC Email (Heidy.Smith@stu.bcc.cuny.edu) and password.



Step 3: Click on the menu icon located on the top-left corner of the screen.



Step 4: Select “Raise Your Hand” from the menu.



Step 5: Select the “I Need Testing Accommodations” Flag from the “Type” menu.

Raise Your Hand

* Type

Course

Details

I Need Help
Select this option when you know you need help but are not sure where to start. A comment will be required. Your adviser will be notified. Don't forget to include your latest email address and phone number.

I Need Help In A Course
Select this option when you need assistance in a course. A comment will be required. Your instructor will be notified. Don't forget to include your latest email address and phone number.

I Need Testing Accommodations
Use this flag to request taking your exam with the Office of Disability Services. Do not use this flag if you will be taking the exam with your class or instructor. In message, include requested accommodations and the date and time you will take the exam with our office (keep in mind any extended time and our office hours: Mon-Fri, 9 am-5 pm, Summer Hours, Mon-Thurs, 8 am-5:30 pm. Closed weekends and evenings). A copy of your request will be sent to your instructor and you will also receive an automated email from our office to confirm request. Reminder: It is important to request accommodations from your professor and/or disability services with reasonable advance notice (5 days before an exam) to ensure accommodation needs are met. Proctoring requests without reasonable advance notice cannot be guaranteed. For those exams it is recommended that you discuss and reschedule your exam to a later date and then submit your request to us.

Step 6: Select the class in which you would like to request testing accommodations from the “Course” menu.

Raise Your Hand

* Type

Course

Details

I Need Testing Accommodations

General Chemistry

Describe how we can help you.

Never Mind Submit

Step 7: Enter the requested accommodations and the date and time you will take the exam with Disability Services in the “Details” box.

Raise Your Hand

* Type

Course

Details

I Need Testing Accommodations

General Chemistry

Exam date: 01/17/2019
Start time: 10:30am
Accommodation requested: 1.5 extended time

Never Mind Submit

Step 8: Press the “Submit” button.

Raise Your Hand

* Type

Course

Details

I Need Testing Accommodations

General Chemistry

Exam date: 01/17/2019
Start time: 10:30am
Accommodation requested: 1.5 extended time

Never Mind Submit

Step 9: Your request will be sent to Disability Services and your instructor.

Success

Your request has been submitted for processing.

OK