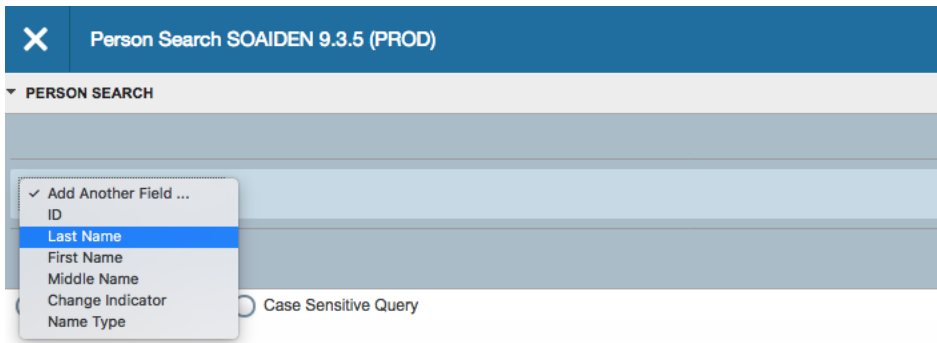


Adding Services for Students with Disabilities

Banner login page: <https://polaris-admin.bowdoin.edu>

To add permanent services (or accommodations) for a student

1. On the Banner home page, search for Support Service Detail (or SEADETL).
2. Enter the student’s ID in the ID field. If you don’t know the ID, click the ellipse (3 dots) in the ID field.
3. Drop down the menu to Add Another Field and select the search criteria you would like to use, then click Go.

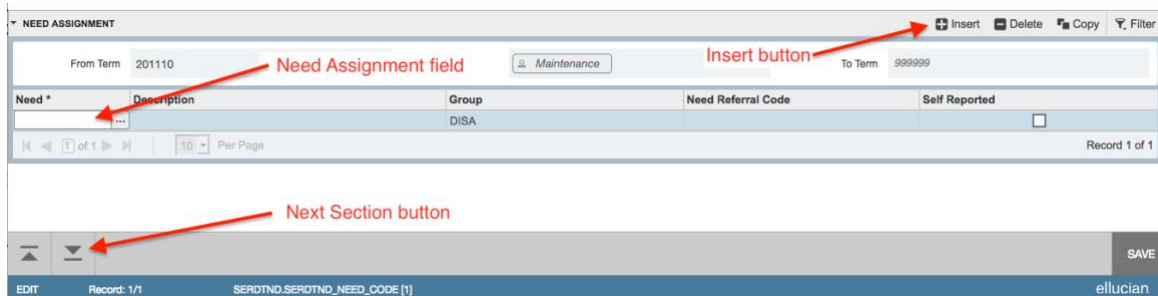


4. Add multiple fields to restrict the number of results that are returned.
5. Note: Use the % character as a wild card. For example, Ste%, will return all students with the first name Steve, Steven, or Stephen.
6. Highlight the student record, then click Select.
7. In the Term field, click the ellipse (3 dots) to display the Terms. Choose the term that the disability services *begin*.

Code	Description	Start Date	End Date	FinAid Y
202010	Fall 2019	08/28/2019	12/21/2019	
201930	Summer 2019	05/19/2019	08/28/2019	
201920	Spring 2019	01/21/2019	05/18/2019	
201910	Fall 2018	08/29/2018	12/22/2018	

8. Click OK.

9. In the Service Group field, click the ellipse (3 dots) to display the Service Groups. Select Student Disability, and then click Go.
10. You do not need to enter any information in the Goal Assignments section. Click the Next Section button (bottom left corner of the screen) to move to the Need Assignment section.

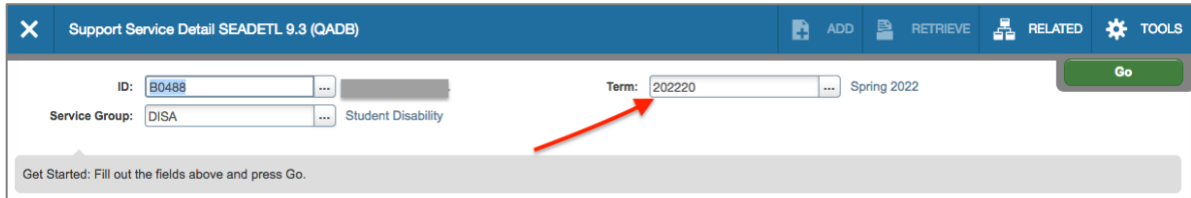


11. In the first Need field, click the ellipse (3 dots) to display the list of Needs.
12. Choose a valid code and click OK.
13. If the student notified you of the need, click the Self Reported checkbox.
14. Click the Insert button in the upper right corner of the screen to add multiple Needs for a student if necessary. When you are finished, click Save.
15. Move to the Service Assignment section by clicking the Next Section button.
16. In the first Service field, click the ellipse (3 dots) to display the list of Services.
17. Choose a valid code and click OK.
18. Enter a Begin Date and then enter 1/1/2099 as an End Date.
19. In the Review field, enter the department that is assigning the services in the student record.
20. Click the Insert button in the upper right corner of the screen to add multiple Services for a student if necessary. When you are finished, click Save.

To add temporary services (or accommodations) for a student

1. Follow the steps in the procedure above to add permanent services for the student.
2. Enter an accurate End Date for each Service.
3. Click Save.
4. Click Start Over.

- In the Term field, click the ellipse (3 dots) to display the Terms. Choose the term that the disability services *end*.



Support Service Detail SEADETL 9.3 (QADB)

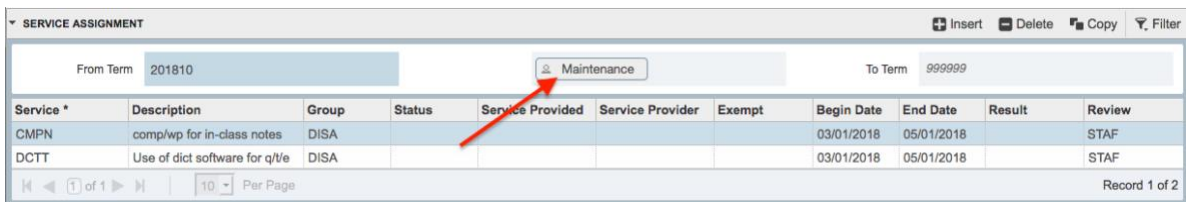
ID: B0488 ... Term: 202220 ... Spring 2022

Service Group: DISA ... Student Disability

Go

Get Started: Fill out the fields above and press Go.

- Click Go.
- Click the Next Section button (bottom left corner of the screen) twice to move to the Service Assignment section.
- Click the Maintenance button.



SERVICE ASSIGNMENT

From Term: 201810 To Term: 999999

Maintenance

Service *	Description	Group	Status	Service Provided	Service Provider	Exempt	Begin Date	End Date	Result	Review
CMPN	comp/wp for in-class notes	DISA					03/01/2018	05/01/2018		STAF
DCTT	Use of dict software for q/t/e	DISA					03/01/2018	05/01/2018		STAF

Record 1 of 2

- In the Option List, choose End Assignment.

Note that ending the assignment of a service will end all the service assignments no matter which service is selected. If some services should be continued, you have to add the services again.