

Academic Success Centre

Supporting your academic skills development.

Activating Accommodations Online

You must activate your accommodations online through [ClockWork](#) at the start of every semester. This allows your accommodations to be communicated to your instructors through a Letter of Accommodation. As well, you need to activate each term in order to be able to book any exams with your approved exam accommodations.

1. ACCOMMODATIONS

a. Open 'Accommodations' in ClockWork:

- i. Select the appropriate academic term.
- ii. Follow the on-screen instructions

Request Accommodations

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: Summer Session 2017 Refresh

Course	Status	Request	Letter
MATH 99 Section A01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
ENGG 99 Section A01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
FREN 99 Section A01	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

2. COURSES TO REQUEST

a. If accommodation needs differ from course to course:

- i. Enter accommodation requests separately for each course.

b. If accommodation needs are the same for all courses:

- i. Use the 'Check-All' function.

3. YOUR ACCOMMODATIONS

a. If you require all accommodations (for one course or for all courses):

- i. Use the 'Check-All' function under the "Your Accommodations" list.
- ii. Select 'My accommodation(s) are correct the way they are.'

b. If you require only some of your approved accommodations:

- i. Uncheck accommodations that you do not require.
- ii. Select 'I need to change or remove accommodation(s).'

c. If you need to update and/or revise your accommodations:

- i. Select "I need additional accommodations".
- ii. Enter specifics in the 'Optional note' section.

Note: If you request changes to your accommodations, please allow time for Accessibility Advisors to review and respond.

d. Read the terms:

- i. Check off "I agree to the terms outlined above".
- ii. Click the 'Submit' button.



Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations:

- Break Rate: 5 min/hr
- table height adjustable
- computer personal laptop
- Respondus Lock-Down Browser
- Classroom Accessibility (mobility)
- [check all](#) [check none](#)

Courses to request:

- FOR 99 section A01
- SCI 99 section A01
- ARTS 99 section A01
- [check all](#) [check none](#)

Please indicate if your accommodations require any changes:

- My accommodation(s) are correct the way they are.
- I need additional accommodations.
- I need to change or remove accommodation(s).



Optional note:

Terms

Website Privacy & Security - SAS is committed to ensuring privacy and accuracy of your confidential information. It is shared only with your written permission. Information we collect about you ===== SAS collects and processes your personal data for providing accessibility-related services only. In addition, some information (e.g., IP address) is automatically collected and stored in server logs. Statistics ===== The Website is regularly monitored to provide service. For this purpose, we consult anonymous user statistics and generate reports relating to Website use.

d.(i,ii)



I agree to the terms outlined above

4. GENERATE LETTERS OF ACCOMMODATION

- a. Once your accommodations are activated, your instructor is notified that your Letter of Accommodation is available for review.
- b. Download and save your “Letters of Accommodation” for your records.

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[Accommodations](#) [FAQ](#) [Submit a comment](#) [Help](#)

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses: Show term: [Summer Session 2017](#) [Refresh](#)

Course	Status	Request	Letter
MATH 99 Section A01	Sent A person listed as a principal Instructor for this course has received a link to the SAS accommodation information relevant to their role in the Duty to Accommodate process. SAS encourages contact with instructors to verify delivery of Letters of Accommodation and to facilitate communication about related steps - please note, sometimes instructor information may not be current.		Get letter
ENGG 99 Section A01	Pending Your Accessibility Advisor will review the information and update the status; you will be notified by email when this happens.		
FREN 99 Section A01	Pending Your Accessibility Advisor will review the information and update the status; you will be notified by email when this happens.		

Once you have completed this process, you will receive an automated email with the subject line “Accommodation Activation Update & Next Steps”. This email directs you to now book your exams.