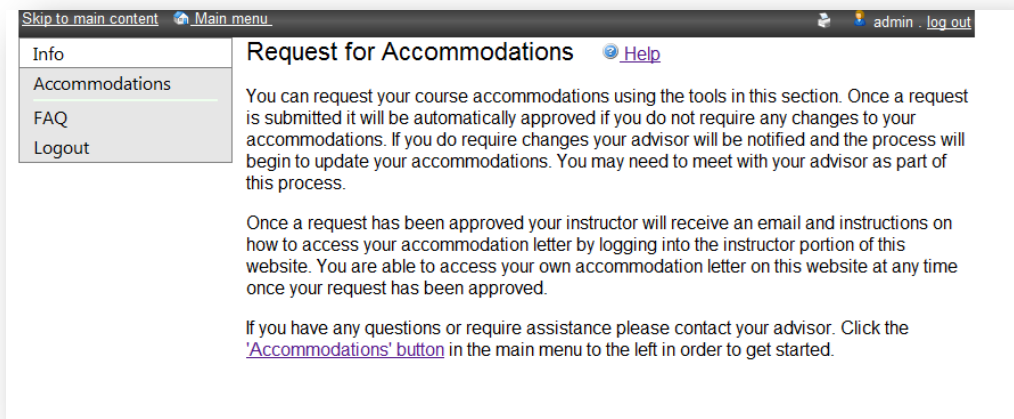


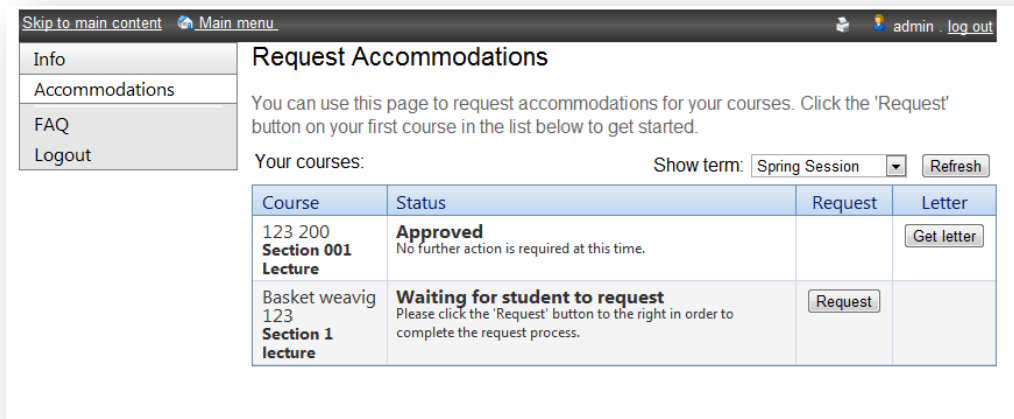
Online Self Registration

Online Self Registration For Returning Students

Returning students, (ie students that have registered with the disability department and have had previously approved accommodations) log into the system using their university login credentials. They are brought to a welcome page (customizable).



Students select the accommodation button and are brought to a page that lists all of their courses for the current term. It will show the status of accommodation requests for each course.



The student can click on the request button for a specific course. A list of their approved accommodations is shown along the left hand side of the screen under "Your accommodations."

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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 sent to your advisor for review.

Your accommodations:

- Captioned Videos (including videotapes, TV's, CD's/DVD's, Websites, etc)
- Described Videos (including videotapes, TV's, CD's/DVD's, Websites, etc)
- Tactile Diagrams
- Screen Magnification (e.g. Zoom Text)
- Speech Recognition
- Accessible Web Content and Software
- Disability/Medically Related Absence
- Chalkboard with Railroad chalk
- Interpreter
- Reader for in-class writing assignments and tests that require writing
- Audio Player/Recorder for in-class writing assignments and tests that require writing

[check all](#) [check none](#)

Courses to request:

- Basket weavig 123** section 1 lecture
test,instructor mary@tpro.ca
[check all](#) [check none](#)

Only the students most recently approved accommodations will appear in the list. The student can then manage which accommodations they want applicable to the selected course. *The student cannot change anything;* they can only indicate that a change is required.

The student must then indicate either that the list of accommodations for the course is correct, needs to be changed or if additional accommodations need to be added/deleted. Once the student reviews and agrees the confidentiality agreement (customizable) it will be submitted to the department as an accommodation request for the disability advisor.

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 an accommodation

Optional note to your advisor:

Website Privacy & Security Policy We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you =====
 We will only collect and process your personal data for the purposes of providing the services

I agree to the terms outlined above

If no changes are required then an automatic email is sent to the professor that contains a link to view the Letter. The students can automatically generate an approved accommodation letter, by clicking on the "Get Letter" button. A PDF formatted accommodation letter will open, which the student can choose to print or save for their records.

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<p>Info</p> <p>Accommodations</p> <p>FAQ</p> <p>Logout</p>	<h3 style="margin: 0;">Request Accommodations</h3> <p style="font-size: small;">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.</p> <p>Your courses: Show term: Spring Session <input type="button" value="Refresh"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Course</th> <th style="width: 40%;">Status</th> <th style="width: 15%;">Request</th> <th style="width: 15%;">Letter</th> </tr> </thead> <tbody> <tr> <td>123 200 Section 001 Lecture</td> <td>Approved No further action is required at this time.</td> <td></td> <td style="text-align: center;"><input type="button" value="Get letter"/></td> </tr> <tr> <td>Basket weavig 123 Section 1 lecture</td> <td>Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.</td> <td style="text-align: center;"><input type="button" value="Request"/></td> <td></td> </tr> </tbody> </table>	Course	Status	Request	Letter	123 200 Section 001 Lecture	Approved No further action is required at this time.		<input type="button" value="Get letter"/>	Basket weavig 123 Section 1 lecture	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>	
Course	Status	Request	Letter										
123 200 Section 001 Lecture	Approved No further action is required at this time.		<input type="button" value="Get letter"/>										
Basket weavig 123 Section 1 lecture	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	<input type="button" value="Request"/>											

If the student submits that they require additional accommodations or need a change in accommodations, the accommodation status will change to pending.

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: Spring Session Refresh

Course	Status	Request	Letter
123 200 Section 001 Lecture	Approved No further action is required at this time.		<input type="button" value="Get letter"/>
Basket weavig 123 Section 1 lecture	Pending Your advisor will review the information and update the status; you will be notified by email when this happens.		

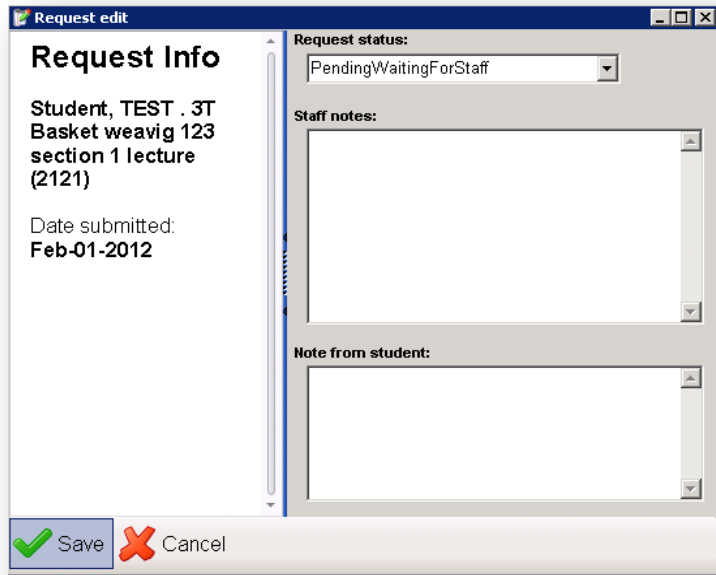
A pending accommodation will appear automatically in the disability advisor's Clockwork, in the Accommodation Requests Tab. Requests that are older than a week are highlighted yellow and requests older than two weeks are highlighted pink. Filters system allows advisors to search the list by student name, student number, course ect.

Home Calendar Extra

Search: Me Accommodations Requests

Last name	First name	Middle name	Student number	Course	Date Submitted	Status	Assigned advisor	Notes	NoteFromStudent
Contains:	Contains:	Contains:	Contains:	Contains:	No filter:	Contains:	Contains:	Contains:	Contains:
Student	TEST	3T		Basket weavig 123 section 1 lecture (2121)	2012-02-01	Pending - waiting for staff			

Double clicking the row will open a pop up window that provides details of the request. If the student put in any comments from their submission it would appear here. Also advisors can leave notes for other advisors.



A drop list allows the advisor to change the status of the request once action has been taken.

Once the advisor meets the with the student and updates the accomodation template in Clockwork. The advisor can either generate the accomodation letter directly from ClockWork and change the request status from the drop down as "Approved". Or the Student can go online and resubmitt their accommodations for the course,which in that case, the advisor would change the the status of request as "Pending Waiting for Student" from the drop down list.

