

Student Guide to Registering with Accessibility Services and Accommodate

This guide will help you register with Accessibility and get set up with Accommodate. Accommodate is the platform Saskatchewan Polytechnic will use to manage and implement accommodation letters.

Welcome to Accessibility Services!

Accessibility Services is committed to ensuring equal access for students with disabilities. The search for a reasonable accommodation is a shared responsibility among the individual requiring accommodation and Saskatchewan Polytechnic. Your documentation must demonstrate reasonable evidence that the accommodations requested are required given the nature of your disability.

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Student Responsibilities

To access our services, please do the following:

1. Register with Accessibility Services on your campus and submit disability documentation through Accommodate.

If you are applying for a program:

- a. Disclose that you have a disability when you apply by checking the “I have a permanent disability” box on the Saskatchewan Polytechnic application form.
- b. Meet regular or special admissions entrance requirements.
- c. At least four to six months before starting your program, meet with an Accessibility Consultant to discuss verification of your disability, funding grants and accommodations.

If you are already in a program:

- a. If you did not disclose a disability during the application process, accommodations may be delayed and will depend on available resources.
 - b. Discuss possible supports with an Accessibility Consultant.
 - c. If you think you have an undiagnosed disability, please discuss with an Accessibility Consultant.
2. Provide current medical documentation to verify the disability and the need for specific accommodations. Your documentation should include the following:
 - a. Diagnosis of a disability by a certified practitioner, ex. Registered psychologist, medical doctor, psychiatrist. In the case of learning disabilities, a recent psycho-educational assessment is required. With respect to physical disabilities, more current documentation may be required.
 - b. A description of how your disability impacts your daily activities and/or will impact your academic studies.
 - c. Recommendations for accommodations and support services based upon limitations of your disability.
 3. Attend a meeting with an Accessibility Consultant to collaboratively develop an accommodation letter.
 4. Apply for funding for academic supports to offset the cost of accommodations.
 5. Cooperate in the search for and implementation of a reasonable accommodation.
 6. Follow the accommodation letter and meet with each instructor if you require accommodations in their course. Not all accommodations may be appropriate for every class or setting, it is therefore important to discuss your accommodations with your instructor. For example, students in programs with universal design will not be granted additional time for assignments or exams.
 7. Please be aware that field placements/clinical experiences are arranged in advance, sometimes six months in advance of the actual experience. Therefore, if you anticipate you will require accommodations during field experiences, you need to request them early in the academic year.
 8. Discuss any concerns and report any changes in your needs with the Accessibility Consultant.

9. Exam accommodations that utilize the test centre must be booked at least 14 business days in advance of each exam. For more information, please contact your Accessibility Consultant.
10. Contact Learning Services for assistance with study skills/ test-taking, essay writing, individualized assistance with reading, writing, math and science and/or access to a tutor. There is no guarantee that a tutor will be available.
11. Remember to check your Saskpolytech student email account, your accommodations are linked to this email address.
12. Meet with an Accessibility Consultant before the start of each term or quad to renew your accommodation letter and apply for funding for academic supports. A renewed accommodation letter is also required for spring/summer terms.

Other responsibilities as listed in Saskatchewan Polytechnic policy: [Reasonable Accommodation](#)

Registering with Accessibility Services

To request accommodations, you first need to register with Accessibility Services. Please follow the steps below:

- On the [Accessibility Service](#) website you will find a link to Accommodate on the right hand side of the page or use this [Accessibility Services Registration](#) link.
- Complete the form on this webpage:
 - Enter your personal information
 - Program information (location, start date)
 - Education History
 - Medical Documentation
 - Self assessment of needs
 - Sign to Confirm Completion

- Type first and last name then click “Select”

Confirmation of Form Completion

Student Signature

In signing this form, I acknowledge my consent to Accessibility Services' collection, use and disclosure of my personal information, as outlined above.

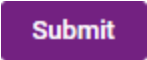
John Doe

Form Completion Date

2021-05-12

Select

Clear

- If you are an SCBScN student select the drop down and chose “I agree” box, also include your University of Regina Student Number.
- Upload and supporting documents
- Once the form is completed click the “Submit” button
- 
- An operations coordinator from Student Services will contact you to book an appointment.



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