

Student Guide:

Accommodations and Accommodate

This document will help guide you through some of the necessary features you will need to know when working within Accommodate for your accommodations.

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Education Equity at Saskatchewan Polytechnic

Saskatchewan Polytechnic works towards developing a student body that represents every segment of Saskatchewan's population. In accordance with Saskatchewan Human Rights Commission guidelines accommodations are available to students. Below are some of the equity status groups:

- people of Indigenous ancestry (supported by Indigenous Advisors/Counsellors)
- people with one or more disabilities (supported by Accessibility Consultants)
- people with family status (supported by Counsellors)
- women interested in trades or technology (supported by WITT Coordinators)

To achieve our Education Equity goals, Saskpolytech take measures to identify, eliminate and/or reduce systemic practices that may have the effect of creating discriminatory barriers for members from the designated groups. Some of the measures taken to increase opportunities and support for the designated groups can include:

- arranging testing accommodations
- providing culturally sensitive counselling
- tutorial support may be an option; however, there is no guarantee of tutor availability

At Saskatchewan Polytechnic, we understand that sometimes services must be provided to students in a variety of ways to achieve the goals of fair representation. Therefore, the range of services provided for students is as diverse as the needs of those students. We strive for equity (not uniformity) and provide varied services for students with differing needs.

There is support at each campus for guidance and advice related to the range of services and provisions available for applicants and students based on the Saskatchewan Human Rights Commission.

For more information contact your campus Counsellor/Advisor.

Creating an Accommodation Plan

As a student with equity status, you will meet with a designated Counsellor or Advisor who will work collaboratively with you to create an accommodation plan. The Counsellor/Advisor will go through consent to share the information with the Manager of Accessibility Services, Testing Services (if applicable), your Program Head and your Instructors. Depending on your accommodations, a referral letter to Learning Services may be sent, this will not include the plan in its entirety.

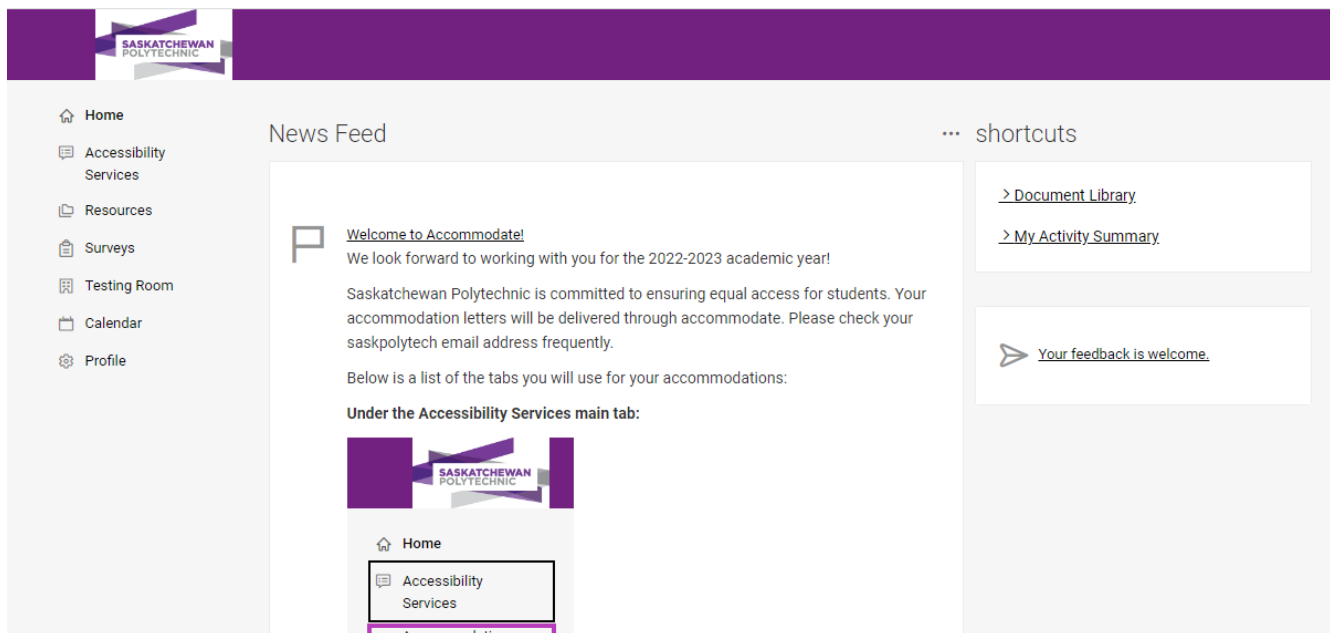
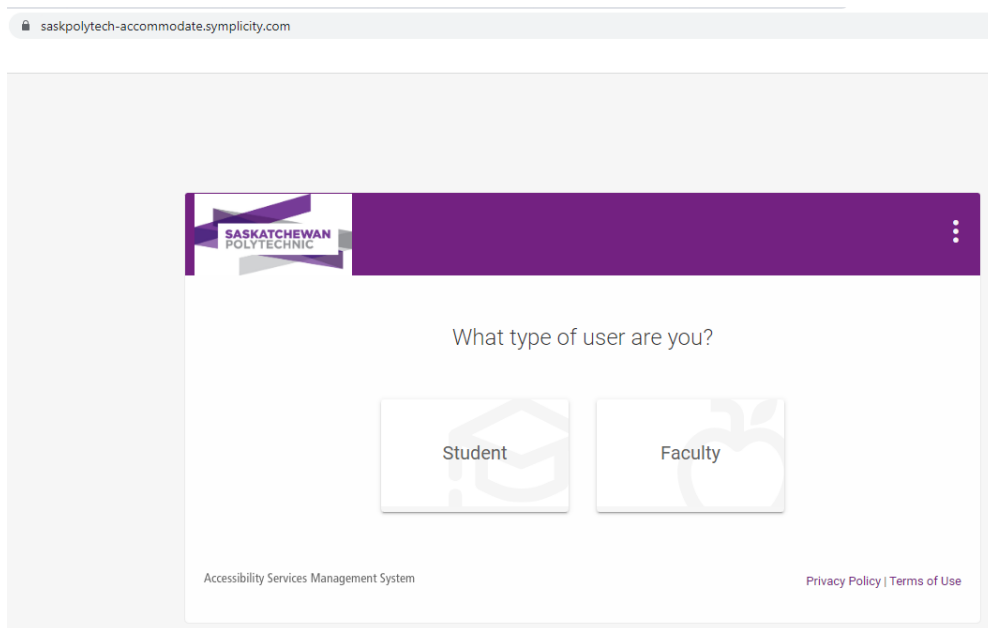
Once you have agreed and signed the plan with your Counsellor/Advisor they will send it to the Manager of Accessibility for it to be put into place and shared through Accommodate.

You will receive an email to your Saskpolytech email address. Once this is received you can log into accommodate to sign your letters.

Accessing Accommodate

You will not be required to register with Accessibility Services and Accommodate. Your access to accommodate will be set up for you. You will get an email to your Saskpolytech email, be sure to check this frequently, as all accommodation communication will be sent here. Accommodate uses single-sign-on, if you receive an error, sign into mysaskpolytech.ca and try again.

[Accommodate Log In Page](#) – Choose Student



Signing Accommodation Letters

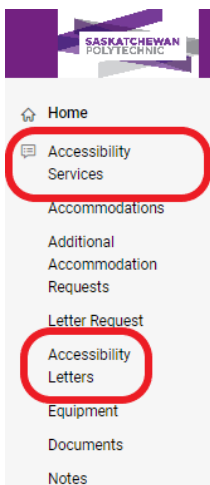
The accommodation letter details the accommodations that you and your Counsellor/Advisor discussed to support your academic needs. This letter will only be shared with people on a need-to-know basis to facilitate accommodation provision (e.g., Program Heads, Instructors, Test Centre staff).

It is your responsibility to review and sign your letters in Accommodate. You must also discuss your accommodations with your Instructors if you wish to use them in that course.

Please note: If you have added a course after your letters have been sent, you will need to notify your Counsellor/Advisor.

Log into [Accommodate](#).

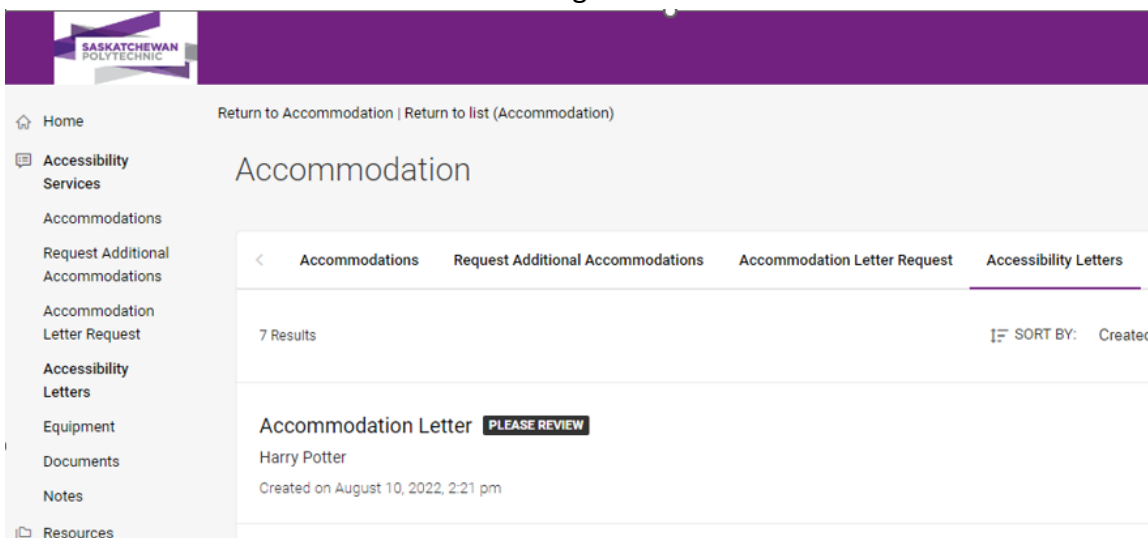
To sign your accommodation letters, you will need to follow these steps:



- Click on the “Accessibility Services” tab on the left sidebar

- Click “Accessibility Letters” in the submenu

- Choose the letter that needs to be signed from the list



- Review the letter
- Scroll to the bottom of the letter and sign the letter
- Type your first and last name, then click save.
- You can also print your letter or save it as a PDF for your records

Please electronically sign below.

Signature *

Please type your First and Last Name

John Doe

Save Print Letter Generate PDF Cancel

If you have any questions or concerns with the accommodation letter, please contact your Counsellor/Advisor who assisted in setting up your accommodation plan. They will be listed on the accommodation letter.

Requesting Changes or Additional Accommodations

You might find that your needs are changing as you progress through your program. If you need to make changes or additions to your accommodations, book an appointment with your Counsellor/Advisor. Any adaptations, once approved, will require another letter to be sent through Accommodate to your Instructors.

[Log into Accommodate to sign additional letters](#)

Resources on Specific Accommodations

If you have questions about specific accommodations, there are resources in accommodate under the resource library.

SASKATCHEWAN POLYTECHNIC

Home / Resources / Resource Library

resources

Keywords
Searches document name and description.

Apply Search Clear More Filters

2 Results

Extra Time on Exams Resource
Size 142.8 kb

You can use the keyword search or browse through the resources.

Summary of the Accommodation Process

Here is an overview of your responsibilities:

- Ensure you have verified equity status with Enrolment Services, if applicable.
- Meet with your Counsellor/Advisor to develop a plan.
- Remember to check your Sask Polytech student email account, for important accommodation information.
- When you receive an emailed Accommodation Letter, log into Accommodate and sign your letters.
- Meet with each Instructor if you require accommodations in their course. Not all accommodations may be appropriate for every class or setting, it is 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.
- Exam accommodations that utilize the Test Centre must be booked at least 7 business days in advance of each exam. Please review the [Accommodate Test Room Booking Requests Student Guide](#).
- 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.
- Discuss any concerns and report any changes in your needs with your Counsellor/Advisor. New Accommodation Letters need to be sent out if changes are made.
- If you add courses after your Accommodation Letters have been sent, you will need to meet with your Counsellor/Advisor to let them know as new Accommodation Letters need to be sent out.
- Accommodations remain in place from September to end of April. A new accommodation plan is required for spring/summer terms. Please meet with your Counsellor/Advisor.
- Other responsibilities as listed in Saskatchewan Polytechnic policy: [Reasonable Accommodation](#).