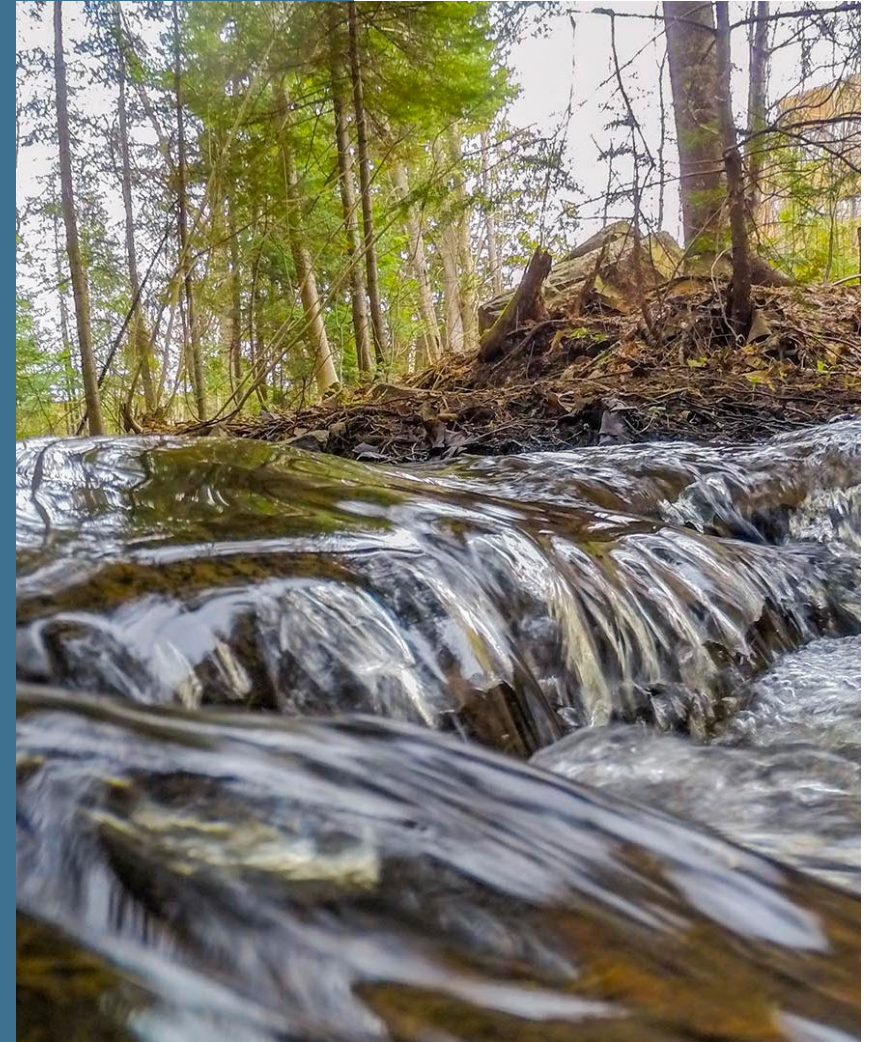# INTRO TO ACCOMMODATIONS

Nipissing University SAS-Fall 2025

LAND ACKNOWLEDGMENT

We live, work and learn on the traditional Anishinabek territory of the Nipissing and Dokis First Nations who, with all Indigenous peoples, have been stewards of the land, water and all living things.

We acknowledge our responsibilities under the Robinson Huron Treaty of 1850 and are grateful to the First Nations People who agreed to share the land and its gifts.

We are ALL treaty people.

OUR GOAL

Accessible, barrier-free education for all.

We support students with permanent and temporary disabilities by providing individualized academic accommodations based on their documented needs.

Today, you are going to learn, interactively, about the process of registering with SAS, accessing your accommodations and your responsibilities in the process.

We will also take a few moments to talk about planning and advocating for yourself, which are key to taking full advantage of the support SAS provides.

HERE IS WHAT YOU NEED TO KNOW.

ACADEMIC ACCOMMODATIONS

Examples of academic accommodations include:

Testing Accommodations

- Additional time
- Distraction-reduced space
- Adaptive Tech
- Scribe, Reader…etc.

Note-Taking Support

- Peer note-taking
- Professional note taking
- Computerized (AI) notes
- Resources

Adaptive Technology and Assistive Software

- Text-to-Speech/Screen readers
- Dictation
- Note-Taking Software

Alternate Format Reading Materials

- Electronic textbooks
- Converting resources to digital versions

Classroom Accommodations

- Special seating
- FM system
- Adaptive Tech

Placement Accommodations

- Specific setting or location
- Task and/or schedule modifications
- Specific delivery of instructions
- Disability-support assistant

Requesting and accessing these accommodations is primarily done using **ClockWork.**

On our SAS webpage, you can find full instructions on using ClockWork to request accommodations, book an appointment, schedule testing, request notes etc.

Click "ClockWork" on the left menu of our SAS webpage for the student instructions on how to use ClockWork.

Specific ClockWork instructions are included in the other online resources.

CLOCKWORK

STUDENT RESPONSIBILITIES

Documentation	• Accommodations are based on what you provided to SAS • IF THINGS CHANGE—let your Accessibility Consultant know ASAP.
Accommodations Review and Confirm	• Each term, you must approve your accommodations in the ClockWork Portal. • You will not be able to book testing or request notes until this is done.
Deadlines and Policies	• Be aware of deadlines to book testing or request special arrangements. • Review policies on requesting extensions on assignments, using memory aids etc. that apply to you. "Policies and Forms" can be found on our webpage.
SAS Agreements	• If you are eligible for testing or note-taking accommodations, you must submit the applicable agreement by clicking "Forms" in the the ClockWork Portal.

SELF-ADVOCACY
Where To Start

Success in learning (and life) **requires active participation.**

Yet, most students have had little experience identifying-and advocating-for their needs.

It's important to ask yourself **often** "how am I doing and what do I need?". It's also a great way to celebrate your successes.

SAS Self-Advocacy Video

At Nipissing, your advocacy partners include faculty, staff involved in all aspects of student support and of course, SAS.

PLANNING AHEAD

Planning ahead gives **you** control of your time, energy and resources.

Here is a suggested timeline specific to SAS-registered students.

For a more detailed electronic version, see the SAS Planner and Important Dates for SAS Planning 2025 that will be posted on our ATP webpage.

SAS STUDENT PLANNING

In addition to the "Important Dates" listed in the Academic Calendar, the following information is provided to help students registered with SAS plan ahead:

FUNDING

- The **deadline** to submit any **Bursary for Students With Disabilities (BSWD)** funding requests is about 30 days from the end of term.

- See the "BSWD Information" section of the SAS webpage.

COURSE SYLLABUS

- The syllabus provides information about the instructor, office hours, course objectives and expectations; including the due dates for term tests, assignments, projects, etc.

- **Official final exam dates** are set by the Registrar's Office and will not appear on the course syllabus.

- The final exam schedule is expected to be released in WebAdvisor, by Study Week.

ACCOMMODATIONS

PLANNING

- Before requesting accommodations, you **must approve** your LOA in ClockWork.

- Review course syllabus and plan for your accommodations in the course.

REQUESTING

- Submit E-Textbook Request Form ASAP.
  - See Bookstore website (www.bkstr.com) for required course material.

- In the ClockWork portal:
  - Request course notes.
  - By the deadline, book in-person testing and advise SAS of any conflicts.

- Consider all academic and extra-curricular obligations and plan any requests for extensions or special consideration, in advance.