

Instructor Guide to Accommodate

In this guide, instructors will learn how to use and navigate *Accommodate*, an online software that is used to assist students with their academic accommodation needs at the University of Regina.

Our Mission

The University of Regina wishes to support all students in achieving academic success while enjoying a full and rewarding university experience.

The Centre for Student Accessibility upholds the University's commitment to a diverse and inclusive learning environment by providing services and supports for students based on disability, religion, family status, and gender identity, as mandated under Saskatchewan Human Rights legislation and the Duty to Accommodate. The Centre for Student Accessibility aims to encourage independence, self-advocacy, and equality for all students, while maintaining privacy and confidentiality.

Procedures & Responsibilities

In order to receive academic accommodations, a student must be registered with the Centre for Student Accessibility. Once an accommodation plan has been established, the appropriate faculty members will be advised, via an Accommodation Letter through Accommodate. This letter serves to confirm the student's registration with CSA, while also outlining which accommodations have been authorized.

Accommodation Letters are not automatically issued. Each term, the student must first submit a letter request through Accommodate. If a student contacts you to request accommodations and you have not yet received an accommodation letter for them, please advise the student to contact us if they need assistance. Once you have received an Accommodation Letter in Accommodate, it is important to discuss the accommodation plan with the student. While students are advised that they must speak to their instructors in order to guarantee their authorized accommodations, instructors are encouraged to reach out to their students in one of two ways:

- E-mail the student directly to request a discussion. The student's email address is included in the notification you receive with their Accommodation Letter, or use UR Courses.
- Make an announcement in class. A suggested announcement is as such:

"If you have registered for academic accommodations with the Centre for Student Accessibility and have requested your Accommodation Letter for this class, please contact me so that we can discuss the accommodations you may need for the term. If you have not yet requested your letters but will require accommodations, please contact the Centre for Student Accessibility as soon as possible."

Instructor Responsibilities

- Instructors will get an email notification when an Accommodation Letter is available on Accommodate.
- If you are the lead instructor for a course, ensure that co-instructors, lab instructors, and TAs receive copies.
- Review the Accommodation Letter for each student, and sign each letter electronically.
- Discuss accommodation needs with each student individually.
- Implement all reasonable, applicable, and authorized accommodations for students in a timely manner.
- Treat all disability-related/accommodation information and discussions as private and confidential.

How to Log into your Accommodate Account

1. From the CSA's main page, click "Log in to Accommodate" on the right-hand side or follow the link below:

<https://uregina-accommodate.symlicity.com/>

2. Click the right-hand box that labelled "Instructor."
3. Log into your Accommodate account by using your uregina login.

How to Sign Accommodation Letters

1. Log in to Accommodate using your uregina login.

<https://uregina-accommodate.symlicity.com/>

2. Click the Accommodation Letters tab on the left sidebar.
3. Click on the letter you wish to sign.
4. Scroll to the bottom of the letter and type in your name to sign it.

Accommodation Letters are signed and stored within Accommodate. If you wish to save a copy, click "Generate PDF" when viewing the letter.

How to Approve Accommodated Exams

More information will be available closer to the return of in-person classes. Please continue your current exam accommodation process until further notice.

Contact

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<https://www.uregina.ca/student/accessibility/>