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 accommodated needs.

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 support to enable students with disabilities, health conditions, illnesses and injuries, to approach their studies in an equal and effective manner. 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 for services with the Centre for Student Accessibility. Once an accommodation plan has been established, the appropriate faculty and staff 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 semester, 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 the individual, please advise the student to contact us if they need assistance on how to do this. 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 they receive their authorized accommodations, instructors are encouraged to reach out to their students in one of two ways:

- E-mail the student directly, requesting a meeting. The student's email address is included in the notification you receive with their Accommodation Letter.
- Make an announcement in class. A suggested announcement is as such:

  "If you have registered for academic accommodation with the Centre for Student Accessibility and have requested your Accommodation Letter be sent to me, please contact me so that we can discuss the accommodations you may need in this class. 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 approved
- Regularly monitor your University of Regina e-mail account for notifications
- Become familiar with the letter of accommodation for each student
- Meet with students individually and confidentially to discuss their accommodation needs
- Implement reasonable accommodations for students, including notetaking and exam arrangements
- Treat all disability-related information and conversations as private and confidential

How to Log into your Accommodate Account

1. From the CSA’s main page, you can click “Log in to Accommodate” on the right hand side or follow the link below:
   https://uregina-accommodate.symplicity.com/
2. Click the right-hand box that says 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.symplicity.com/
2. Click the Accommodation Letters tab on the left sidebar.
3. Click the letter you wish to sign.
4. Scroll to the bottom of the letter and sign it.

How to Approve Accommodated Exams

More information will be posted closer to the return of “in person” classes. Please continue the current process until further informed.

Contact

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