Student Guide to Accommodate

If you are a student who is registered with the Centre for Student Accessibility (CSA) at the University of Regina, you will be responsible to learn how to use and navigate Accommodate, an online software program that is used to service students related to their accommodated needs.

Please read through this guide to help assist you on how to use Accommodate.

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.

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**Student Responsibilities**

- Identify as an individual with a disability and/or health condition to the Centre for Student Accessibility
- Provide documentation from a professional stating how the disability/health condition affects educational participation
- Check University of Regina e-mail and Accommodate account for accommodation notifications and CSA or instructor contact
- Participate fully and actively in the accommodation process through the following actions:
  - Submit a letter request through Accommodate each term accommodations are needed
  - Contact instructor within the first week of classes to verify accommodations
  - Follow up with instructors one week prior to exams regarding accommodations
  - Monitor effectiveness of accommodations and meet with CSA for follow up
- Self-advocate, with support when needed
- Adhere to all policies and procedures for accessing disability supports and services
- Maintain communication with your Accessibility Advisor. If issues/concerns arise throughout the semester, please contact us. We may be aware of services and/or resources that could be of assistance.

**How to Register with our Office**

To set up accommodations for your U of R classes, you will need to first submit documentation that states the nature of your disability with the recommended accommodations from a licensed professional who can diagnose. Our Verification Form to be filled out can be found on the CSA’s main page on the right hand side, titled as “Verification Form” or if you’ve been diagnosed with a Learning Disability, you can instead provide a copy of the assessment report.

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

Once you have this, please follow the steps below to submit your Accommodation Request.

1. From the CSA’s main page, you can click “Accommodation Request” on the right hand side or follow the link below:
   https://uregina-accommodate.symplicity.com/public_accommodation/
2. Fill out the required fields and upload your supporting documentation.
3. Once you have completed this, you can book a phone appointment with an Accessibility Advisor to review your documentation and create an accommodation plan for you. To book an appointment, you may email student.success@uregina.ca by providing your Student ID and a phone number that you can be reached at, or call 306-585-4491 and leave a message if there is no answer.
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 left-hand box that says Student.
3. Log into your Accommodate account by using your uregina login.

How to Request your Accommodation Letters
1. Log in to Accommodate using your uregina login.

https://uregina-accommodate.symplicity.com/
2. Click on Accommodations tab, then click Letter Request from the submenu.
3. Click “Add New”, then select the term you wish to request your letters for.
4. Click “Submit for All” to have all of your approved accommodations sent to all of your instructors.
5. You will receive a confirmation email after submitting your request.

After Submitting Your Request
• Students are responsible to submit a Letter Request each Term in order to have their accommodation plan sent to their instructors.
• It is the student’s responsibility to follow up with their instructors about their accommodation plan once their letters have been issued.
• If you add a course after you have submitted this request, you will need to re-submit a Letter Request for the added class.

How to Sign your Accommodation Letters
1. Log in to Accommodate using your uregina login.

https://uregina-accommodate.symplicity.com/
2. Click the Accommodation tab on the left sidebar.
3. Click Accessibility Letters from the submenu.
4. Click the letter you wish to sign.
5. Scroll to the bottom of the letter and sign it.
How to Submit a Test Room Booking

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

How to Update your Accommodations

If you are a student who is already registered with the CSA but wishes to update your accommodation plan due to a new or previous diagnosis, you must first provide supporting medical documentation with any additional recommended accommodations from a licensed professional who can diagnose. Once you have this, you can upload your documentation by following the steps below, then book an appointment with an Accessibility Advisor to review and update your plan.

1. Log in to Accommodate using your uregina login.
   https://uregina-accommodate.symplicity.com/

2. Click on the Accommodation tab in the left sidebar and then select Supplemental from the submenu.

3. Click on the Add New button.

4. Fill out all of the required fields on the page.

5. Upload any necessary documentation by using the Add Item button located near the bottom of the page.

6. Review your request, then click the Submit button.

7. Follow up with an Accessibility Advisor to review and update your plan. To book an appointment, please call 306-585-4491 and leave a message if there is no answer.

How to Submit an Alternate Format Request

1. Log in to Accommodate using your uregina login.
   https://uregina-accommodate.symplicity.com/

2. Click on the Accommodation tab in the left sidebar and then select Alternative Format from the submenu. Please note that this only shows up if you have been approved for the accommodation.

3. Click on the Student Entered tab, then click the Upload Document for Alternate Format Request button.

4. Fill out the appropriate information, upload your receipts for Proof of Purchase, and then click Submit.

5. The CSA will contact you once they have received an electronic copy from the Publisher.
Contact
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Riddell Centre 229 Regina, SK, S4S 0A2
(P): 306-585-4491
(F): 306-585-5650
Email: accessibility@uregina.ca
https://www.uregina.ca/student/accessibility/