

# 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 need to use *Accommodate*, an online software program that is used to manage student accommodation needs.

Please read through this guide to for assistance 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 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.

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## Student Responsibilities

- Provide documentation about your disability and/or health condition from a licensed health professional stating the impact of disability and recommendations for support.
- If you require accommodations based on family status, religion, or gender identity, please contact the CSA to discuss what may be required.
- Regularly check your uregina e-mail, Accommodate account, and UR Courses 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 for each term in which accommodations are needed
  - Contact instructors after receiving Accommodation Letters to discuss needs for the term
  - Follow up with instructors regarding accommodations throughout the term as necessary
  - Monitor the effectiveness of accommodations and contact CSA with any concerns
- Self-advocate, with support when needed
- Adhere to all University policies and procedures for accessing supports and services
- Maintain communication with your Accessibility Advisor. If issues/concerns arise throughout the term, please contact us as soon as possible. We may be aware of services or resources that could be of assistance.

## How to Register with the CSA

Obtain documentation about the nature of your disability or health condition with the recommended accommodations from a licensed health professional. The CSA Disability Verification Form can be found on the main website in the right menu, titled "Verification Form." If you've been formally diagnosed with a Learning Disability, please provide a copy of the assessment report. If you require accommodations based on family status, religion, or gender identity, please contact the CSA.

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

Once your documentation is ready, please follow the steps below to submit your Accommodation Request.

1. From the CSA main website, select "Click here to register with CSA" on the right-hand side or follow the link below:

[https://uregina-accommodate.symplicity.com/public\\_accommodation/](https://uregina-accommodate.symplicity.com/public_accommodation/)

2. Complete the required fields and upload your supporting documentation.

3. Once these steps are completed, please book an appointment with an Accessibility Advisor to review your documentation and create an accommodation plan. To book an appointment, you can email [student.success@uregina.ca](mailto:student.success@uregina.ca) and provide your Student ID and a phone number or call 306-585-4491 and leave a message if there is no answer.

**Nursing Students (SCBSCN) – Please Read:** It is important that you register with the Accessibility Services department at Saskatchewan Polytechnic before you register with the CSA at the U of R.

Regina Campus of Saskatchewan Polytechnic: (306) 775-7436

Saskatoon Campus of Saskatchewan Polytechnic: (306) 659-4050

<https://saskpolytech.ca/student-services/support/accessibility-services.aspx>

## How to Log into your Accommodate Account

1. From the CSA main website, click "Accommodate" on the right-hand side or follow the link below:

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

2. Click the box titled "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 the "Accommodations" tab, and then click "Letter Request" from the submenu.
3. Click "Add New," and 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 class after you have submitted your letter request, you will need to re-submit a new one 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 on the letter you wish to sign.
5. Scroll to the bottom of the letter and type in your name to electronically sign it.

## How to Submit a Test Room Booking

More information will be available closer to the return of in-person classes. Please continue the current process with your instructors 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 diagnosis or disability-related need, you must first provide supporting documentation with any additional information and recommended accommodations from a licensed health professional. You upload your documentation to Accommodate by following the steps below, and then book an appointment with an Accessibility Advisor to review and update your plan.

1. Log into Accommodate using your uregina login.

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

2. Click on the "Accommodation" tab, and then select "Supplemental Request" from the submenu.

3. Click "Add New."

4. Complete 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, and then click "Submit."

7. Follow up with an Accessibility Advisor to review and update your plan. To book an appointment, please email [student.success@uregina.ca](mailto:student.success@uregina.ca) with your Student ID and phone number, or call (306) 585-4491.

## How to Submit an Alternate Format Request

1. Log in to Accommodate using your uregina login.

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

2. Please review the announcements on the Accommodate main page regarding the alternate format process at this time.

## Contact

University of Regina, Centre for Student Accessibility

Riddell Centre 229 Regina, SK, S4S 0A2

(P): 306-585-4491

(F): 306-585-5650

Email: [accessibility@uregina.ca](mailto:accessibility@uregina.ca)

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

