Activating Accommodations Online

a. Accommodations
   - Open 'Accommodations' in ClockWork:
   - Select the appropriate term.
   - Follow onscreen instructions.

b. Courses to Request
   - If accommodation needs **differ** from course to course:
     - Enter accommodation requests separately for each course.
   - If accommodation needs are the **same** for all courses:
     - Use the 'check all' function.

c. Your Accommodations
   - If you require all accommodations (for one course or for all courses):
     - Use the 'check all' function under the “Your Accommodations” list
     - Select ‘My accommodation(s) are correct the way they are.’
   - If you require only some of the accommodations:
     - Uncheck accommodations that you do not require
     - Select “I need to change or remove accommodation(s).”
   - If barriers in the environment require exploration of alternate accommodations:
     - Select “I need additional accommodations”
     - Enter specifics in the ‘Optional note’ section.
   - Read the Terms:
     - Check off “I agree to the terms outlined above”
     - Click the ‘Submit’ button.
d. Generate Letters of Accommodations

Once your accommodations are approved, you can generate Letters of Accommodations for appropriate courses.

If you requested changes to your accommodations, please allow time for Accessibility Advisors to review and respond.

Request Accommodations

Your accommodation request(s) have been submitted. Please review the list below.

You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Request</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 99</td>
<td>Sent</td>
<td></td>
<td>Get letter</td>
</tr>
<tr>
<td>Section A01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGG 99</td>
<td>Pending</td>
<td></td>
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<tr>
<td>Section A01</td>
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<td>FREN 99</td>
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</tbody>
</table>

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