

Clockwork Tutorial

ACCOMMODATION LETTERS

Student Accessibility Services



Accommodations Process

SAS can approve academic, housing, and parking or transportation accommodations for students with permanent or temporary disabilities.

There are three steps to the accommodations process:

1. The student must register with SAS
2. The student must submit documentation
3. The student must schedule to meet with SAS.

Once you've completed all three steps and accommodations are approved by our office, you will be able to send your accommodation letters to your faculty each semester.

Accommodations Process

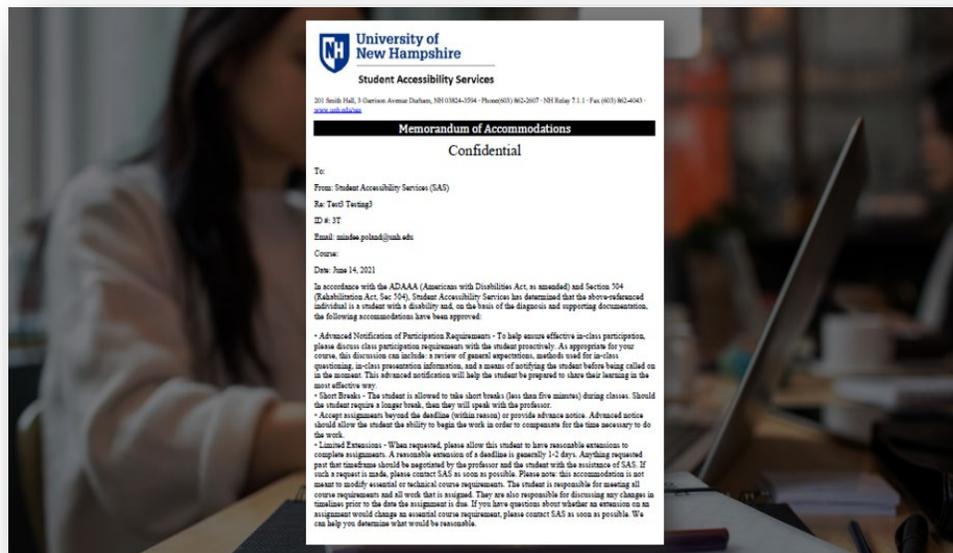
✓
Register
with SAS

✓
Submit
Documentation

✓
Meet
with SAS

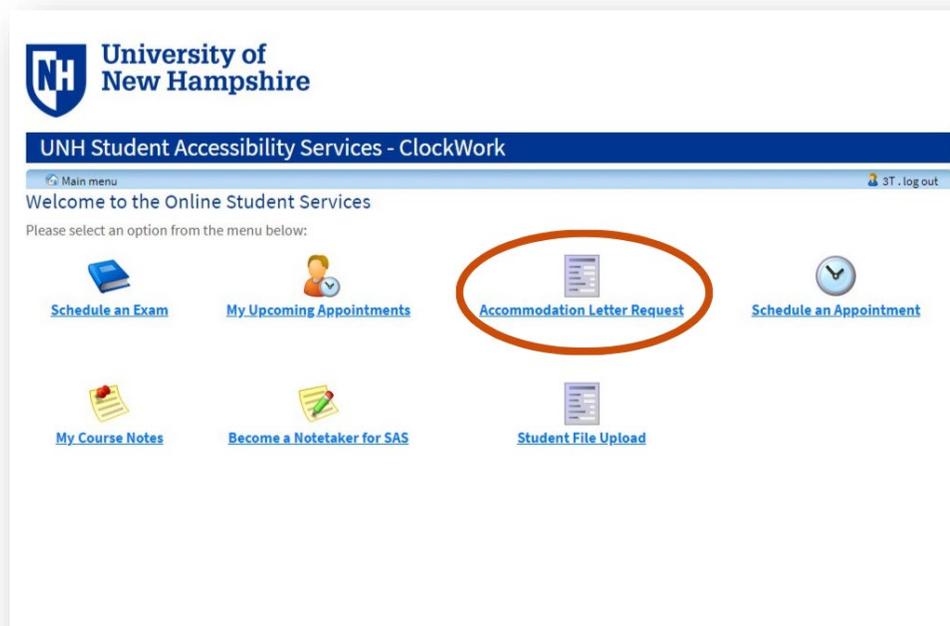
When to Send Accommodation Letters

We recommend you send your letters at the beginning of each semester. There is no deadline, but there are also no retroactive accommodations.

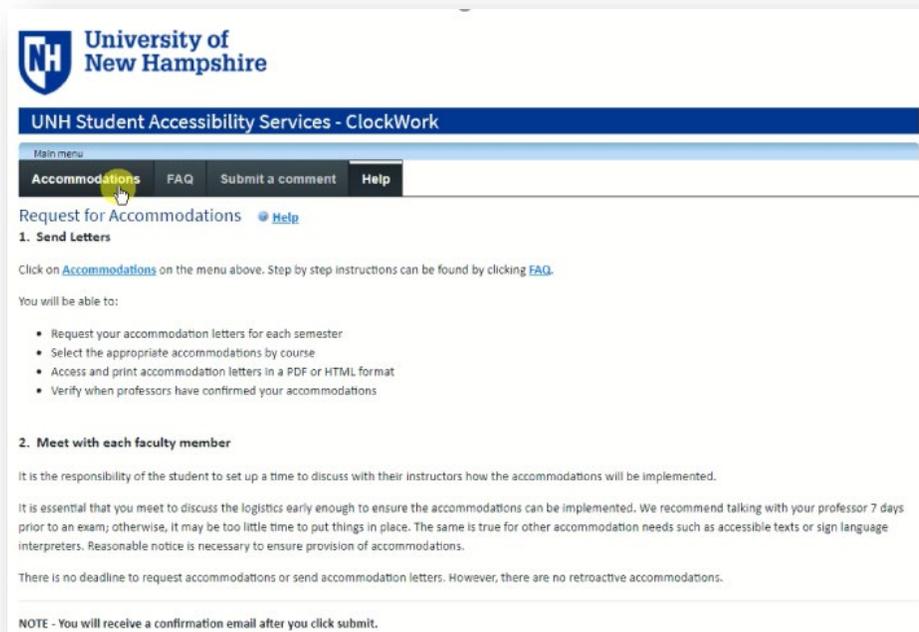


Sending Accommodation Letter Instructions

To begin, navigate to the [Clockwork student portal](#) and click on Accommodation Letter Request.



Click on Accommodations on the top menu navigation



University of New Hampshire

UNH Student Accessibility Services - ClockWork

Main menu

Accommodations | [FAQ](#) | [Submit a comment](#) | [Help](#)

Request for Accommodations [Help](#)

1. Send Letters

Click on [Accommodations](#) on the menu above. Step by step instructions can be found by clicking [FAQ](#).

You will be able to:

- Request your accommodation letters for each semester
- Select the appropriate accommodations by course
- Access and print accommodation letters in a PDF or HTML format
- Verify when professors have confirmed your accommodations

2. Meet with each faculty member

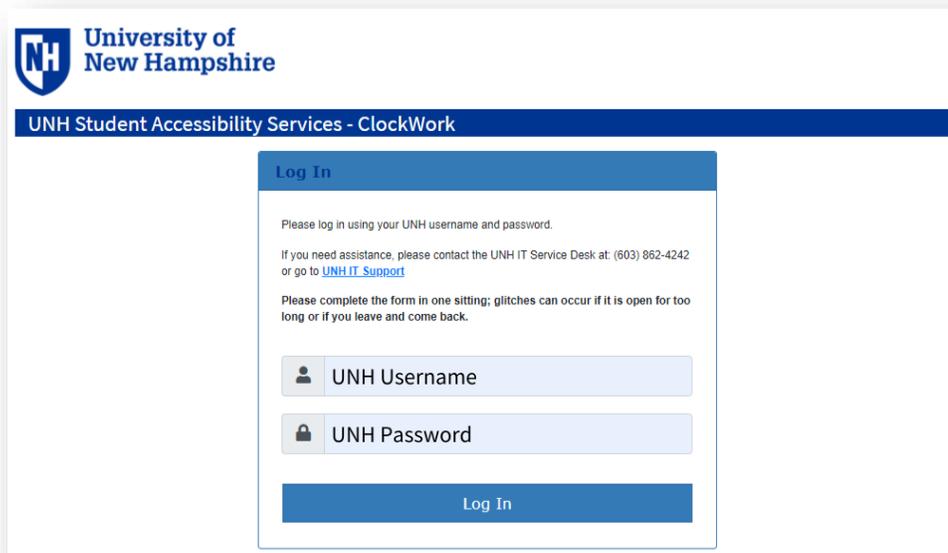
It is the responsibility of the student to set up a time to discuss with their instructors how the accommodations will be implemented.

It is essential that you meet to discuss the logistics early enough to ensure the accommodations can be implemented. We recommend talking with your professor 7 days prior to an exam; otherwise, it may be too little time to put things in place. The same is true for other accommodation needs such as accessible texts or sign language interpreters. Reasonable notice is necessary to ensure provision of accommodations.

There is no deadline to request accommodations or send accommodation letters. However, there are no retroactive accommodations.

NOTE - You will receive a confirmation email after you click submit.

Login with your UNH username and password.



University of New Hampshire

UNH Student Accessibility Services - ClockWork

Log In

Please log in using your UNH username and password.

If you need assistance, please contact the UNH IT Service Desk at: (603) 862-4242 or go to [UNH IT Support](#)

Please complete the form in one sitting; glitches can occur if it is open for too long or if you leave and come back.

[Log In](#)

Make sure the correct term is showing in the drop-down menu. Then, click request next to one of your courses to bring up a full list of your courses and accommodations.

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UNH Student Accessibility Services - ClockWork

Main menu 3T, log out

Accommodations FAQ Submit a comment Help

Request Accommodations

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.

Your courses: Show term: Summer Session 2021 Refresh

Course	Status	Request	Letter
Test Course 101 Section A	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
Test Course 201 Section B	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
Test Course 301 Section C	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

Choose the accommodations on the left to create your letter, then choose the course or courses you want to send it to. You can go back in multiple times to create individual letters for each course.

How to Send Your Accommodation Letters:

1. Choose your accommodations
2. Choose your courses
3. Select Option 1
4. Check 'Agree' and hit 'Submit'
5. Follow-up with your instructors to discuss the accommodations and determine the logistics of implementing the accommodations

You will receive a confirmation email to your UNH account with 'Approved' next to your courses.

Accommodations go into effect once you have:

1. Requested your accommodation letters via ClockWork
2. Met with your instructors to establish the implementation of those accommodations.

Both actions must occur to ensure your accommodations for the semester.

Your accommodations

- Accept assignments beyond the deadline (within reason) or provide advance notice. Advanced notice should allow the student the ability to begin the work in order to compensate for the time necessary to do the work.
- Extended time: All formats of exams, quizzes, more than 10-15mins: 50%
- Short Breaks - The student is allowed to take short breaks (less than five minutes) during classes. Should the student require a longer break, then they will speak with the professor.

[check all](#) [check none](#)

Courses to request

- Test Course 101 section A
Professor A.sas.office@unh.edu
- Test Course 201 section B
Professor A.sas.office@unh.edu
- Test Course 301 section C
Professor A.sas.office@unh.edu

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

Next, scroll down and select Option 1.

Your accommodations

Accept assignments beyond the deadline (within reason) or provide advance notice. Advanced notice should allow the student the ability to begin the work in order to compensate for the time necessary to do the work.

Extended time: All formats of exams, quizzes, more than 10-15mins: 50%

Short Breaks - The student is allowed to take short breaks (less than five minutes) during classes. Should the student require a longer break, then they will speak with the professor.

[check all](#) [check none](#)

Courses to request

Test Course 101 section A
Professor A.sas.office@unh.edu

Test Course 201 section B
Professor A.sas.office@unh.edu

Test Course 301 section C
Professor A.sas.office@unh.edu

[check all](#) [check none](#)

Please indicate if your accommodations require any changes

Option 1 - Send my letters- My accommodations are correct the way they are.

Option 2 - I would like to add additional accommodations. (Letters will not be sent. Please contact our office to set up an appointment.)

Option 3 - I would like to change or remove existing accommodations. (Letters will not be sent. Please contact our office to set up an appointment.)

Optional note:

At the bottom of the page, read the terms, mark the checkbox, and click submit.

Terms

WEBSITE PRIVACY AND SECURITY POLICY: We are committed to ensuring the privacy and accuracy of your confidential information. We have the utmost respect for your privacy and will only share personal information as allowed under FERPA. All services provided on this Website are alternatively available in person. For the most up to date information on the USNH Privacy Policy (USY IV.F.7) please visit <https://www.usnh.edu/policy/usy/vi-property-policies/f-operation-and-maintenance-property#5.7> Once you submit your requests to your instructors, they will be able to view your name and the approved accommodations you are eligible for at UNH, on their instructor secure portal. They can view this information in the form of an Accommodation Letter (PDF or HTML). The letter instructors can view is the that same you, as the student, are able to view on your secure portal <https://clockwork.unh.edu/ClockWork/custom/misc/home.aspx>. At no time is a student's diagnosis or functional impact disclosed as part of this process.

INFORMATION WE COLLECT ABOUT YOU: We will only collect and process your personal data and information for the purposes of providing the services you have previously requested from UNH SAS. In addition, some information is automatically collected and stored in the server logs, such as your IP address.

I agree to the terms outlined above

[Cancel](#) [Submit](#)

You will now see Sent next to the course and Get Letter on the right. If you click Get Letter, you will be able to download a copy for your records.

University of New Hampshire

UNH Student Accessibility Services - ClockWork

Main menu 3T, log out

Accommodations FAQ Submit a comment Help

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.

Your courses: Show term: Summer Session 2021 Refresh

Course	Status	Request	Letter
Test Course 101 Section A	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	
Test Course 201 Section B	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation. Schedule to meet with your instructor to discuss your accommodations and determine how they will be implemented. Accommodations go into effect once you have: 1.) Requested your accommodations letters via ClockWork and 2.) Meet with your instructors to establish the implementation of those accommodations. Both actions must occur to ensure your accommodations for the semester.		Get Letter
Test Course 301 Section C	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

Next Steps

1. **Faculty Notification** - Your faculty will be notified that they have accommodation letters to view on their Clockwork faculty portal. They will login to their portal to read and acknowledge your letters. You will receive email notification once this has been done.
2. **Meet with Faculty** - You will need to set up a time to meet with each faculty member to discuss your accommodations and how they will be implemented in the course. Please give reasonable notice to ensure that accommodations are put into place.

Questions?

If you have any questions throughout this process, please let us know. We are here to help!

Contact Us

 Smith Hall,
Room 201

 (603) 862-2607

 sas.office@unh.edu

 unh.edu/sas

We are here to help you!

