STUDENT ACCESSIBILITY SERVICES
QUICK GUIDE

GENERAL OVERVIEW:
SAS works with qualified students with disabilities to coordinate academic and residential accommodations as well as other services on campus. Some other campus partners we work closely with are: Facilities Management, CPG, The Office for Academic Support, and Dining Services.

GENERAL TYPES OF ACCOMMODATIONS:
The majority, but not all, of the accommodations that we help students access fall within Academics and Student Life. Within those two areas, accommodations are typically related to a student’s academic courses and Housing/Campus Life. Visit our Services & Accommodations Page for more information.

HOW TO REGISTER:
As a student, in order to register there are three steps.
1. Self-Identify as someone that is requesting accommodations (usually that is an email to AccessibilityServices@clarku.edu asking about accommodations).
2. Submit documentation to the office that meets our documentation guidelines
   a. SAS Webpage> Services and Accommodations> Registering and Documentation
3. Finally, schedule a meeting to discuss and finalize any reasonable and applicable accommodations. This can be done via Email or through the Calendly link in the staff signatures.

We do review documentation on a rolling basis, though some accommodations should be set up prior to certain events like Housing Selection and the start of classes (if possible).

BEST WAY TO CONTACT US:
At this time, email is the best way to contact SAS.
• AccessibilityServices@clarku.edu or Tsawicki@clarku.edu
• If you do call the office (508-798-4368) please leave a clear message with your name, email, and contact details so that we can return your call or email you back to set up an appointment.
FALL 2020:
As things constantly change we will be following the guidance of the University regarding our daily operations. At this time, we are hosting our meetings and check-ins via Zoom or phone call. Limiting in-person meetings will help us to respect the safety and health of all of our students!

Testing Accommodations:
- Testing accommodations are still able to be used for timed exams and if the exam is hosted online your professor can adjust the time allowed!
- Test Relocation Form is used to request an accommodation for an upcoming test, quiz, or exam. This is also used to notify professors to adjust online exam time allowed.
- In-person hosting of exams in SAS will be limited due to space and health concerns but we will be working with students and faculty on this.
  - Accommodations for online courses? Yes, and remember to speak to your faculty about how their course will be operating for the Fall semester!

Notifying Professors:
You will fill out the Academic Accommodations Consent Form and then we will email your professors with a list of the applicable accommodations you were approved for.

UPDATING ACCOMMODATIONS:
You should email AccessibilityServices@clarku.edu and we will figure out if you need to update documentation or if there just needs to be a discussion about updates.

OTHER SUPPORTS ON CAMPUS:
Office for Academic Support, https://www.clarku.edu/offices/academic-support/
The Writing Center, https://www.clarku.edu/departments/writing-center/
Counseling and Personal Growth, https://www.clarku.edu/offices/counseling/
Academic Departments, https://www.clarku.edu/academics/schools-and-departments/

HEALTH CONSIDERATIONS RELATED TO SAS AND ALL STUDENTS:
Please remember that many people on campus may have health situations that leave them more vulnerable to illnesses. As a close and caring community, we ask that everyone do their part to follow established health guidelines and expectations

OTHER QUESTIONS:
Any other questions you may have can be answered by emailing AccessibilityServices@clarku.edu or viewing our Frequently Asked Questions.