Clockwork for Students

Accommodation Letters and Exam Scheduling

Office of Disability Services
DisabilityServices@creighton.edu
Accommodation Letters

How to generate your accommodation letter to activate your granted accommodations for your classes, review your letter, and submit comments/concerns regarding your accommodations
Office of Disability Services

The Office of Disability Services focuses on providing equal access and opportunity that leads to student success.

Mission Statement

The Office of Disability Services cultivates an accessible and inclusive community where students with permanent and temporary disabilities have an equal opportunity to participate in all aspects of campus life. We facilitate student advocacy, learning, and access through partnerships with students, faculty, and staff.

Core Values

- ADVOCATE for all students
- Ensure ACCESS
- COLLABORATE across campus
- Practice COMPASSION

Disability Services Menu
- About Disability Documentation
- Contact Information
- Disability Services Portal
- Campus Disability Resources
- Additional Resources
- Counseling Center
- Academic Coaching
- ACA Committee
- Campus Map
In this case, your ‘advisor’ is the Office of Disability Services staff.
### 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Status</th>
<th>Request</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAGIS</td>
<td>Waiting for student to request</td>
<td>Request</td>
<td>N/A</td>
</tr>
<tr>
<td>MGS101</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Section W</td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>

Show term: Summer Session 2021

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
Request Accommodations

Please review the information listed below and indicate whether you need changes to your accommodations at this time. If your accommodations require changes your request will be submitted for review.

Your accommodations
- Access to computer
- Access to food or drink in classroom
- Ear plugs/noise cancelling headphones
- Preferential seating
- Wheelchair accessible

Courses to request
- MAGIS MGS101 section W
- Dr. Betty Bluejay DisabilityServices@creighton.edu

Optional note:
If you need to discuss your accommodations, please email DisabilityServices@creighton.edu to schedule an appointment.
Terms

Website Privacy & 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 not share your personal information with anyone without your explicit permission. All services provided on this Website are alternatively available in person. Information we collect about you

We will only collect and process your personal data for the purposes of providing the services delivered by this Website. In addition some information is automatically collected and stored in the server logs, such as your IP address. Providing personal data is voluntary. There will be a minimum data that we need to collect from you for the services that you sign up to. We will let you know what data we require, if you wish to use our services, by indicating in the relevant fields of the webforms. Statistics The Website is regularly monitored in order to supply you with the best service and to meet your expectations. For this purpose, we consult the statistics relating to use of our Website and develop the Website on the basis of this data. Your information may also be used in our reports. User statistics are anonymous. Security The Website uses a secure server to protect your information data. Secure server software is used to encrypt the information exchanged between your Web browser and our Website. This measure ensures the security of all your transactions.

☑️ I agree to the terms outlined above

Cancel  Submit

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

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<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAGIS MGS101</td>
<td>Sent</td>
<td></td>
<td>Get letter</td>
</tr>
<tr>
<td>Section W</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your accommodation letter has been sent to your instructor and is awaiting Confirmation.

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilitieservices@creighton.edu

Downloads

- AccommodationLetter_MAGIS_MGS101_section_W__S...
  - Open file
  - See more
DATE: July 14, 2021  
Student: Saint Ignatius  
Student ID: 117  
Semester: SU  
Course: MAGIS MG5101 W

TO: Dr. Betty Bluejay
FROM: Jacque Kstedler, Associate Director  
Disability Services
RE: Saint Ignatius

The information in this memo is confidential and shall not be released to another party without the student’s consent. The student has signed a release of information form to allow communication of this information to you.

Saint Ignatius, in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, has a documented disability that allows her academic adjustments. Documentation of her disability is on file with Disability Services. The following accommodations have been granted due to Saint Ignatius:

Classroom Accommodations:
• Preferential seating
• Access to computer
• Access to food or drink in classroom

Test Accommodations:
• Ear plug/Isolate cancelling headphones
• Wheelchair accessible

If you have any questions, please call me at 402-280-2195 or email jacquekstedler@creighton.edu. Thank you for your cooperation in implementing these accommodations to help Saint complete their academic program.
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<tbody>
<tr>
<td>MAGIS</td>
<td>Confirmed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGS101</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section W</td>
<td></td>
<td></td>
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</tbody>
</table>

Your Accommodation Letter has been Confirmed by your instructor.

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
Your comments are welcome!

Please fill in the details below and click the "Submit" button at the bottom to send us your comment, question or suggestion:

Name:
Billy Bluejay

Email:

Comment:
Type your comment and click 'Submit my comment'...

Submit my comment
Exam Scheduling

How to schedule yourself for an upcoming exam, view all courses with exams, and confirm accommodations you will be utilizing for each exam.
Office of Disability Services
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- Intake
- Self registration
- Schedule a test or exam
- Course Notes
- Note-takers

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
Student Test-Booking and Accommodations

Welcome to the Student Test-Booking and Accommodations website. You can use this website to:

- Book a test, mid-term or quiz
- Book a final exam
- Check your upcoming scheduled appointments, tests and exams
- View your accommodations that have been assigned by Disability Services
- Print out a pdf copy of your accommodations letter

Please click the **Book a test, mid-term or quiz** link in the menu in order to schedule a test, or choose the menu option that you would like to use. You will be asked to login using your school login account.

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
Online Test Booking

Welcome to the Online Test Booking wizard. This wizard will guide you through the process of scheduling your test with us. You may abort this process at any time by clicking the 'Cancel' button at the bottom of each page.

Please be aware that your instructor will receive an email notification with the details of your test booking.

You will need to have the following information handy in order to successfully schedule your test:

1. The name of the course you want to schedule a test for, and the instructor's name and email address
2. The date, start time and duration of the test the class will be writing
3. You must be scheduling your test a minimum of seven (2) days before the class is writing

Click the 'Next' button below to get started.

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
1. Select course

Please select the course you would like to schedule a test for from the list below.

**Course Info**

Course:

- **MAGIS MGS101 W**

Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
2. Class test date and time

Please specify when the test is taking place. Enter class test duration in minutes.

Specify a date and time

Date of class test:
7/12/2021

Time of class test:
8:00am

Class test duration:
1 hour
15 minutes
3. Confirm instructor information

Please verify the following information and correct anything that is missing or incorrect.

Course Info
MAGIS MGS101 section W (Summer) MAIN: Dr. Betty Bluejay

Instructor Info
You must enter the instructor email address in order to continue.

Instructor name:
Dr. Betty Bluejay

Instructor email:
DisabilityServices@creighton.edu
4. Choose accommodations

Listed below are the accommodation(s) that have already been approved for you by your counsellor. Please check off the accommodation(s) that you feel are necessary for this test.

**Available accommodations**

* note: Only accommodations with a check will be used for your test booking.

- [x] Access to paper exam, if given electronically
- [x] Enlarged font for exam and class materials
- [x] Extended time (1.5X)
- [x] Quiet, separate space
- [x] Reader
- [ ] Scribe
- [ ] White noise machine

[Check all] [Check none]

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Disability Services, 4th Floor, Old Gym, 402-280-2195, disabilityservices@creighton.edu
5. Select a date & time to write

Please select a date and time from the list of available dates and times below. If none of the date/times in the list below will work for you then please contact us to see if alternate arrangements can be made. We can be reached at (ask for assistance with test booking).

Available dates & times

Note: if none of the dates/times below are possible for you then you have the option of calling or visiting us in person to see if alternate arrangements can be made.

- **Wednesday July 28, 8:00 AM to 9:55 AM**

A spot was found for you to write your test, please click the ‘Next’ button below to continue scheduling your test.

Disability Services, 4th Floor, Old Oym, 402-280-2195, disabilitieservices@creighton.edu
6. Confirm and Complete

This test is not scheduled yet! Click 'Finish' to submit your test request.

Please verify that the class date and time are correct - the information below will be sent to your professor.

Your tentative test information

Tentative test date and time
Wed Jul 28, 2021, 8:00 AM to 9:55 AM (1 h and 56 m)
Course information
MAGIS MGS101 W

Instructor
Dr. Betty Bluejay, DisabilityServices@creighton.edu

Class test date / time
Wed Jul 28, 2021, 8:00 AM (1 h and 15 m)
* Note: this is not your accommodated writing time

Accommodations required
Access to paper exam, if given electronically
Enlarged font for exam and class materials
Extended time (1.5X)
Quiet, separate space
Reader
Scribe
White noise machine

I acknowledge that the information I am submitting is correct to the best of my knowledge.
<table>
<thead>
<tr>
<th>Details</th>
<th>Date / time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test/Exam</td>
<td>Wed. July 28, 8:00 AM to 9:55 AM</td>
<td>Booked</td>
</tr>
</tbody>
</table>
Any questions regarding navigating Clockwork can be emailed to DisabilityServices@creighton.edu, or call either 402-280-2195 or 402-280-2166