

# SAS Planner

## AUGUST-SEPTEMBER

(for new Lakers starting in the Fall)

### OSAP and BSWD

The Bursary for Students With Disabilities (BSWD) helps cover some disability-related expenses. If you are OSAP eligible, complete the Disability Verification Form (DVF) **as soon as possible**.

Your Accessibility Consultant can help you access and submit the form.

### Continue SAS Registration

- Gather and submit requested documentation.
- Book an appointment with your Accessibility Consultant.

### Approve Your Accommodations

Once you and your Accessibility Consultant have finalized your Individual Accommodation Plan (IAP) you must approve your accommodations and release your Letter of Accommodation (LOA).

Go to the [ClockWork portal](#) and select “Accommodations- Review and Confirm”.

To receive your accommodations, this step must be repeated:

- each term for which you require accommodations
- when there has been a change to your IAP

### SAS Policies

Review [SAS Policies](#) specific to your accommodations. For example, SAS Accommodated Testing Policy, Extensions on Assignments etc.

### SAS Agreements

If you are eligible for in-person testing and/or note taking accommodations, click “SAS Forms” in the ClockWork portal to review and submit the appropriate agreements.

You will not be able to access these supports until this is done.

ClockWork portal instructions can be found on our [SAS webpage](#).

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## EACH TERM

### Release Letter of Accommodation (LOA)

Go to the [ClockWork portal](#) and approve your Letter of by clicking “Accommodations-Review and Confirm”.

### E-Textbooks

Submit a [Textbook Request Form](#) as soon as your books are listed to minimize delay in obtaining this format from the publisher.

Booklists can be found on the [bookstore’s website](#).

### Adaptive Technology

For any technology-related questions, contact the [Adaptive Technology Technician](#) as soon as possible.

### Accommodation Planning

- Review the syllabus for each of your courses.
- Identify busier times for submitting assignments and projects and plan accordingly.
- Contact your Accessibility Consultant for guidance.

### Testing Accommodations

Using your syllabus for each course:

- Book your midterms by the deadline by clicking “Book a test” in the [ClockWork portal](#).
- Advise SAS of any disability-related conflicts ASAP. For example:
  - Additional time (overlap with other courses and/or testing)
  - 1 Midterm/day
  - Required change to date/time or alternative to writing online tests

### Notetaking Accommodations

If you require notes as an accommodation, click “Course Notes” in the [ClockWork portal](#).

ClockWork portal instructions can be found on our [SAS webpage](#).

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## OCTOBER and FEBRUARY

The official Final Exam schedule will be released by the Registrar's Office. For specific information, please see the [Nipissing University Policy on Exams](#).

### Final Exam Planning

Based on your exam schedule:

- Book your exams by the deadline by clicking "Book a test" in the [ClockWork portal](#).
- Advise SAS of any disability-related conflicts ASAP. For example:
  - Additional time (overlap with other exams)
  - 1 Exam/day
  - Restrictions on when to write or needing alternate format for online exams

## IMPORTANT DATES

Refer to the [Important Dates posted in the Academic Calendar](#) for academic deadline dates.

### Course Registration Deadline

If you need to change/add courses, you will have approximately 2 weeks from the start of the term to do so.

### Course Withdrawals

The tuition credit schedule for course withdrawals is based on the posted deadline dates.

For specific information, visit the ["Refund/Credit Dates and Deadlines"](#) section of the Student Financial Services webpage.

### BSWD Application Deadline

About 30 days from the end of term is the deadline to submit requests for funding under the Bursary for Students With Disabilities (BSWD).

See the ["BSWD Information"](#) section of the SAS webpage.

ClockWork portal instructions can be found on our [SAS webpage](#).