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Accessing your Accommodation Letters Online

This is the **critical step** towards acquiring accommodations. Instructors are not obligated to provide accommodations unless you advise them of this need. **SAS will not inform your instructors** on your behalf for reasons of confidentiality.

The accommodation process at McMaster is designed to help you develop the self-advocacy skills you’ll need to implement your accommodations, both at University and your future career. **Accommodation Letters** are there to help you clearly communicate what accommodations you will need. You do not need to disclose your diagnosis, simply discuss your accommodations. Taking these letters to your Professors gives you a chance to introduce yourself, establish a good working relationship, and provide practical information about how to carry out your accommodations.

Just remember, the longer you wait to inform them, the longer your professors don’t know that they need to help you. Don’t worry, your Accommodation Letter lists your accommodations so you can review them with your professor.

1. Open your web browser and enter: sas.mcmaster.ca
2. Running along the top of the web page click on: Student Log-in
3. From the widget menu, click Accommodation Letters
4. To login you must enter your MAC ID and password.
5. Once logged in, you will see your Accommodation Letters. Simply click on the view accommodations, download it, and then print it out.
6. Print two Accommodation Letters for each class and deliver them to your Professors. One Letter is for your Professor to keep and the second is for them to sign and return to you. (If you do not have access to a printer, please feel free to use the computer and printer located in the reception area of our main office; MUSC B107)
7. After you have your Letters signed by all Professors for the **current term**, bring them back to SAS and place them in the box’s labeled last name A-M or last name N-Z. The boxes are located on the filing cabinet next to the student computer in reception.

**If at any time you need help with the process of printing your accommodations, please contact your Coordinator or speak with Reception at SAS Main Office.**

Submitting your Accommodation Letters Online

1. Go to http://sas.mcmaster.ca/ or Google SAS McMaster University and clicking on the first link
2. Find the Student login at the top of the page, once found Click
3. A page will open with the widgets ‘Schedule a Test or Exam’, ‘Accommodation Letters’, ‘Schedule a Workshop’, ‘Course Notes’, ‘Notetakers’, ‘Self registration’ and, ‘my upcoming events’. At this stage you will select the ‘Self registration’ widget
4. You will be brought to top of the page ‘Request for Accommodations’ page. Please read this page and then click the ‘Accommodations’ button (it is a hyper link towards the bottom of the page)
5. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
6. This will bring you to a page titled ‘Request Accommodations’. This page will have a chart with ‘course’, ‘status’, ‘Request’ and, ‘Letter’.
7. When registered for classes under the ‘course’ all the courses will be listed and under ‘Request’ there will be a button to click. Click the ‘Request’ button.
8. Once doing so you will be brought to another page title ‘Request Accommodations’. This page will have in the top left a list of your accommodations and in the top right a list of the classes as well as under a place to request accommodations and write notes.

9. Once on this page please review your accommodations carefully to make sure that they are all correct and nothing has changed. If no changes are needed please see Step 1, if changes are needed please see Step 2.

**Step 1: No changes are needed to your accommodations at this time**

1. Upon reviewing your list of accommodations if no changes are needed than look to the left side of the screen.
2. On the left side of the screen you will see a list of the course that you are currently registered in. Please look over the courses and make sure that all the boxes are checked for the courses that you are requesting accommodations for. If a course is missing, Please see Step 2
3. Once completed move to the ‘Please indicate if your accommodations require any changes’ box. Here you are given two options once being ’My accommodations are correct the way they are’ if this is your answer than select the circle beside and ’If you require changes or additional accommodations please cancel this request and book an appointment with your SAS coordinator.’ Please skip to step 2.
4. Following this step please read the terms and select the box ‘i agree to the terms outline above’ box
5. Final step is submitting your request. To do this, click the ‘submit’ button.
6. Clicking this button will allow a notification to be sent to your coordinator, who upon reviewing your request will either approve or contact you for a meeting. If your request has been approved than you will get an email indicating so.

**Step 2: Changes are needed to accommodations**

1. Once reviewing your accommodations if changes are needed than please call the office to make an appointment with your disability coordinator to make the changes. Phone Number: 905-525-9140 ext.28652 or email your coordinator

Please do NOT leave a note in the space given as the coordinator will not always be able to see it.
Meeting with your Professors

Finding their offices
Most of the time you can find the location of your Professors office on their course outline. The course outline also usually states their office hours. If your outline doesn’t have this information, you can send the professor an email asking when they are available. Searching their name should show you their office location and hours. You can use a campus map (you can find a card-sized fold out campus map at any library front desk, or online at http://www.mcmaster.ca/welcome/images/campus_map.pdf) to find the building location. Once you know which room your Professor is in, you can go there in person to deliver your letter or speak with them.

Things to bring
You will need to bring two copies of the Accommodation Letter for the Professor’s class. After you and your Professor have met to discuss your accommodations, your Professor keeps one copy of the Accommodation Letter and signs the second copy for you to return to SAS.

What to expect
Every Professor has a different amount of experience with the accommodation process. All you need to do is make sure that you are clear about what your Accommodation Letter says, what needs to be signed, and who gets to keep the signed documentation. Be clear if the Professor needs to assist you with your accommodations.

Questions to ask
You want to be completely sure that your Professor understands his/her responsibility to give you your accommodations. You also want to make sure that you and the Professor are in agreement about how to best implement your accommodations.

Some examples of questions to ask your Professor:

- How much notice would you like if I require an extension?
- What date and time are the midterms for the class (if the course outline doesn’t have this information)?
- Do I need to book my midterms with SAS?
- If there is a scheduling conflict, can I write the midterm at a different time than the rest of the class?
- If I require a note taker, what type of lecture slides does the Prof post?
- What kinds of questions can I expect on the midterms? (Application, formula, definitions). This type of question will help you determine what to focus on during lecture, and how to study for the test.
- Do you have any questions about how to implement my accommodations?

If at any time you have a problem or require assistance you should seek out the help of your Program Coordinator.
Booking your Quiz, Test, or Midterm Online

Before you book your tests online with SAS you MUST have your Professor sign your Accommodation Letter. Remember this is a contract between you and your Professor to provide accommodations.

NOTE: * The test booking system does not work on Safari *

Start off by choosing a desired browser of your choice. Chrome, Firefox, internet explorer. Please note that this will not work on Safari.

2. Search this link http://sas.mcmaster.ca/
3. Find the Student login at the top of the page, once found click Next
4. A page will open with the widgets ‘Schedule a Test or Exam’, ‘Accommodation Letters’, ‘Schedule a Workshop’, ‘Course Notes’, ‘Notetakers’, ‘Self Registration’ and ‘My Upcoming Events’. At this stage you will select the ‘Schedule a Test or Exam’ widget.
5. Once clicked a page will display asking you to log in, please do so using your MAC ID and password, Press Login
6. You will then be brought to a page that is entitled help, this page provides some useful information about the test booking process and who to contact if help is needed
7. Following reading this slide, you will then click on the ‘Schedule a Test, Mid-term or Quiz’ — this is at the top of the page on the left
8. Once selecting this you will then be pushed to Page that holds information about booking your test. Please read this and, when complete Click Next
9. Then select the course you intend to book for from the drop down menu. Once complete please click next
10. This is where the Class time and date would be specified. This is the date in which the class writs: the time in which the class starts, and the duration of the write for the class. Following filling in the information click next
11. You are now given the opportunity to select which accommodations you are requesting. Following selecting the accommodations you wish to have for this test you then Click Next -- This section of the booking process is crucial. If you do not select an accommodation, it won’t be provided. For example, if you normally get extra time for tests/exams and forget to select this accommodation, your professor and the test administrators will not know that they need to implement it. Note that the section under alternative test time must be discussed with your professor before booking. If you and your professor have come to an arrangement then you may click that box. Once you have selected all the relevant accommodations, click ‘next’ to select the date and time for your test
12. You are now able to select what time you want to write your test. With this you many have only been given one time but if this time does not work for you then you can either call or visit the testing center in person to find a more fitting time. Following selecting the time that works best for you click next
13. Confirm and complete the booking. To do this you simple must review the information presented on the screen. After making sure the information is correct, check the box stating ‘I acknowledge that the information I am submitting is correct to the best of my knowledge’ and click FINISH
14. Your test booking is now complete. Please make note of the time in which you have booked your test / midterm / Quiz
15. Done!

Important note: After you have booked your test, you and your Professor will be sent an email confirming the booking. It is recommended that you keep the confirmation email so that you have a record of booking. After you have booked all of your tests you can visit sas.mcmaster.ca and click “Student Log-in” -> My up-coming events” to view upcoming bookings or tests. It is helpful to keep a screenshot of this on your phone or computer as a record of the locations and times of your upcoming tests.
** PLEASE NOTE **
If you are less than two weeks away from your test, the system will prompt you to email sastests@mcmaster.ca when doing this, the following information is required:

Name & Student number / Course Name & code / Date & Time class writes / Date & Time you intend to write (if different form class date & time professor approval is required prior to booking) / Duration of test for the class / Professor Name and McMaster Email address / Accommodations

If at any time you need help booking your midterms, you can visit the SAS Office (MUSC B107) for assistance, or contact the Testing Coordinators at sastests@mcmaster.ca

Final Exams in December and April are booked for you by the Registrar’s Office. Emails will be sent out to you by the SAS Office explaining this procedure one month prior to December and April. Please follow the instructions in these emails. Exam schedules are posted on Mosaic.

Follow Up / Getting Help

There are many resources that can help you to improve your academic performance. Most of these resources are available by appointment or through the SAS student Ally program. It is important to note that these resources are available to people who request them. It may seem like a lot of work, but the end results are a better grade and stronger social connections! The transition to university is a little hard on everyone, so why not use every available resource to help you to succeed?

Assistive technologist:

Our Assistive Technologist is available by appointment. His role is to help find useful assistive technologies, whether it’s by utilizing technologies already available on campus or by providing you with additional tools that help with your academic needs. Some of these tools include the following programs and devices:

- Kurzweil text to voice software: [http://www.kurzweiledu.com/default.html](http://www.kurzweiledu.com/default.html)
- Inspiration mind mapping software: [http://www.inspiration.com/About-Us](http://www.inspiration.com/About-Us)

If you want to test these technologies after speaking to our Technologist, you may book a room in Mills Library through Library Accessibility Services (LAS), which is located on the second floor of Mills Library. Before you book these rooms you need to have your Program Coordinator email LAS to confirm your registration with SAS. After that, you can book the room for up to two hours per day, free of charge.

1. Visit [https://library.mcmaster.ca/content/l213g-and-l213h-booking](https://library.mcmaster.ca/content/l213g-and-l213h-booking)
2. Once on this site please read the description at the top of the page, once complete please click ‘Continue to booking page if you are registered through SAS’
3. Clicking this will bring you to a page with Today’s date displayed with the times in which the rooms are available for that day, you can also book a room up to two weeks in advance.
4. Once you have found the date and time that works best for your needs and is available. Click the little circle with a plus inside of it.
5. This screen is will then ask you to login, use your MAC ID and password, click login
6. You will now see a screen where you need to place your information in:
7. Name or meeting Title – Your name goes in this slot
8. # of Occupants – Enter the number of people that will be in the room Including yourself
9. Date – This will already be filled in for the date you have selected in the previous step
10. Time – This will be filled in with the starting time that you have clicked in the previous step, if this time is wrong just type the correct time
11. Duration – How long you will be in the room, 2 hours is the maximum amount of time that can be booked
12. Library – This will already be filled in stating ‘Library Accessibility Services’
13. Rooms – You can choose between L213G and L213H
14. Please read the ‘Conditions for use’, when complete click SAVE
15. Done!

Learning Strategist:

Our Learning Strategist is available by appointment. She can help you if you need assistance with any of the following things:

- Reading & writing skills
- The writing process & structure of essays
- Study strategies and techniques
- Time management abilities
- Organizational proficiency
- Motivation

Our Learning Strategist is here to help you develop your academic skills. She does this by providing systems, methods, and strategies that can help you master different academic skills or by showing you new approaches to old problem areas.
Tweaking Accommodations

Most of the students who are registered with us find that they don’t need to change their accommodations once they are in place; however, if you find that your accommodations aren’t working for you we can help! The best way to decide if you need to change your accommodations is to consider the following points:

- Did your test writing experiences go well?
- Did you write with the rest of the class? If you did, do you feel like this was helpful or did it hinder your performance?
- Do you feel satisfied with your test performance?
- Did something about the test create any difficulties other than your knowledge of the course material? (i.e. filling out a scantron card improperly, not proving your point properly on short answer section, etc.).
- Did you feel overwhelmed or out of control during the test?
- Did you run out of time?
- Did you feel distracted by your other courses?
- Did you have any difficulties in any of the lectures, labs, or tutorials for your courses? (i.e. paying attention, writing down thoughts before you forgot, copying information correctly, etc.).
- Did you feel comfortable with your workload, or should you reduce it?

Finally it would be beneficial to go to review your midterm with your professor or TA and look at where you were making mistakes. This is when you may identify weaknesses in your study habits, test taking strategies, or unexpected manifestations of your disability.

After this, if you feel that your accommodations need to be changed you should book an appointment with your SAS coordinator so you can discuss any necessary changes. It may be helpful to come to the meeting with a list of the things you noted or observed.

If you noticed any test taking or studying problems, it would also be beneficial to book an appointment with our Learning Strategist at SAS to discuss ways to address these issues. You can book an appointment by calling 905 525 9140 ext. 20302