

Clockwork for Students

Accommodation Letters and Exam Scheduling

Office of Disability Services

DisabilityServices@creighton.edu

Creighton
UNIVERSITY

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



EDGE Resources ▾

Experiential Learning ▾

Online Learning Resources

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

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Schedule a test or exam



Course Notes



Note-takers


Request for Accommodations [Help](#)

You can request your course accommodations using the tools in this section. Once a request is submitted it will be automatically approved if you do not require any changes to your accommodations. If you do require changes Disability Services will be notified and the process will begin to update your accommodations. You may need to meet with your advisor as part of this process.

Once a request has been approved your instructor will receive an email and instructions on how to access your accommodation letter by logging into the instructor portion of this website. You are able to access your own accommodation letter on this website at any time once your request has been approved.

If you have any questions or require assistance please contact your [advisor](#). Click the ['Accommodations' button](#) in the main menu in order to get started.

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



In this case, your 'advisor' is the Office of Disability Services staff



Main menu

9T . log out

- Accommodations
- FAQ
- Submit a comment
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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
MAGIS MGS101 Section W	Waiting for student to request Please click the 'Request' button to the right in order to complete the request process.	Request	

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

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



Courses to request

MAGIS MGS101 section W

- Dr. Betty Bluejay DisabilityServices@creighton.edu

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

Please indicate if your accommodations require any changes

- My accommodation(s) are correct the way they are
- I need additional accommodations
- I need to change or remove an accommodation

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

Request Accommodations

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

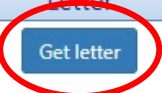
You can use this page to request accommodations for your courses. Click the 'Request' button on your first course in the list below to get started.

Your courses:

Show term:

Summer Session 2021

Refresh

Course	Status	Request	Letter
MAGIS MGS101 Section W	Sent Your accommodation letter has been sent to your instructor and is awaiting Confirmation.		

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

Downloads



AccommodationLetter_MAGIS_MGS101_section_W__S...

[Open file](#)

See more





CREIGHTON UNIVERSITY
DISABILITY SERVICES
MEMORANDUM

DATE: July 14, 2021

Student: Saint Ignatius

Student ID: 11T

Semester: SU

Course: MAGIS MGS101 W

TO: Dr. Betty Bluejay

FROM: Jacque Knedler, 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 disability:

Classroom Accommodations:

- Preferential seating
- Access to computer
- Access to food or drink in classroom

Test Accommodations:

- Ear plugs/noise cancelling headphones
- Wheelchair accessible

If you have any questions, please call me at 402-280-2195 or email JacqueKnedler@creighton.edu. Thank you for your cooperation in implementing these accommodations to help Saint complete their academic program.

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
MAGIS MGS101 Section W	Confirmed Your Accommodation Letter has been Confirmed by your instructor.		Get letter

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:

Email:

Comment:

Type your comment and click '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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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.

Welcome

1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
5. Select your test time
6. Confirm and complete

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.

A blue rectangular button with the word "Next" in white text. The button is circled in red.A white rectangular button with a thin grey border and the word "Cancel" in grey text.

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

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

Previous

Next

Cancel

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

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:



Time of class test:



Class test duration:

(hours)

(minutes)



Previous

Next

Cancel

Welcome

- 1. Select course
- 2. Class test date and time
- 3. Confirm prof info**
- 4. Choose accommodations
- 5. Select your test time
- 6. Confirm and complete

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



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Next

Cancel

Welcome

1. Select course

2. Class test date and time

3. Confirm prof info

4. Choose accommodations

5. Select your test time

6. Confirm and complete

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.**

 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

Welcome

1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
- 5. Select your test time**
6. Confirm and complete

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.

[Previous](#)[Next](#)[Cancel](#)

Welcome

1. Select course
2. Class test date and time
3. Confirm prof info
4. Choose accommodations
5. Select your test time
- 6. Confirm and complete**

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 55 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.

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Finish

Cancel



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Your event listing

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Details	Date / time	Status
Test/Exam MAGIS MGS101 W	Wed. July 28 8:00 AM to 9:55 AM	Booked



Export to Pdf

Refresh

Any questions regarding navigating Clockwork
can be emailed to
DisabilityServices@creighton.edu, or call either
402-280-2195 or 402-280-2166

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