CLOCKWORK
STUDENT REQUESTS FOR ACCOMMODATIONS

Students with disabilities at Villanova are supported by two offices, Learning Support Services (LSS) and The Office for Access & Disability Services (ADS). Both LSS and ADS support students' requests for accommodations.

New students must first register with LSS or ADS to receive accommodations. To register, log into *ClockWork: Student Login* through myNOVA and select the **Online Intake** link.

*If you try to complete the Online Intake Form and see the message "You have already completed the intake process," this means that we had previously created a student profile for you in our system. You will still need to provide us with your documentation and schedule a meeting to discuss your accommodation needs. Your documentation can be securely uploaded to the **Student Files module on Clockwork**.*

REQUESTING ACCOMMODATIONS

Once you are registered with LSS or ADS and approved for accommodations, you will need to send a copy of your accommodation letter to the professors of the courses in which you are enrolled in order to receive your accommodations.

STEPS:

1. Go to **myNOVA** and select *ClockWork: Student Login*. Then select the **Request for Accommodations** link.
2. Select the **Accommodations** tab. You will be asked to log in using your Villanova username and password.
3. Select the **Request** button on the row that coincides with the course for which you would like to request accommodations. *If you want to send letters to all of your professors, you will have that option once you select the request button for one of your courses.*
4. On the right side of the page, check all courses for which you are requesting an accommodation letter.
5. On the left side of the page, choose which approved accommodations you require for your courses.
6. If your accommodations are correct and no changes are required, select the **My accommodations are correct the way they are** button.
7. Once you have verified the accuracy of the information presented, select the "I agree to the terms outlined above" checkbox and select **Submit**. You will receive an email confirmation shortly after your request is submitted.
8. Your professor will receive an email notification to view/confirm receipt of your accommodation letter on ClockWork.

IMPORTANT THINGS TO REMEMBER

- You have the option to send letters with the same approved accommodations to all of your professors by checking all of the boxes under **Courses to Request**. *If you need specific accommodations for certain courses but not others, you may select specific approved accommodations for each of your courses.*

- ClockWork also has a feature that allows you to notify LSS or ADS about any approved accommodation errors or needs for additional accommodations. Please indicate either "I need additional accommodations" or "I need to change or remove an accommodation" and select the **Submit** button. LSS or ADS will reach out to you after reviewing your request. *(Your professors won't receive your letters until this issue is resolved with LSS or ADS.)*

- You can check the status of your request for each course by returning to the **Request for Accommodations** link and checking the status column. This important feature allows you to see if your professor has confirmed receipt of your accommodation letter.

- **Students are expected to discuss accommodations with their professors, in addition to sending out the accommodation letter, to ensure all parties are clear on what is needed.**