All student requests for accommodations are handled by Learning Support Services (LSS). New students must first register with LSS in order to receive accommodations. To register, log into ClockWork for Students and select the Online Intake link.

REQUESTING ACCOMMODATIONS
Once you are registered with LSS 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 the Clockwork section of the LSS website to log into ClockWork for Students and select the Request for Accommodations link.
2. Select the Accommodations tab.
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 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 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 will reach out to you after reviewing your request.
• 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.
• Professors must confirm accommodation letters before you are able to use the test-booking features in ClockWork.

For more information visit learningsupportservices.villanova.edu/clockwork