

Student Quick Guide

Special Considerations Hub

How to log in

- Once you have navigated to the Special Consideration Hub (SC Hub)
<https://specialconsiderationhub.canterbury.ac.nz>, sign in using your UC log in details
- You will be taken to the SC Hub Home page

Home Page

- On this page you will find all the information you need to know about Special Consideration (SC) applications
- Please read this page thoroughly
- Ensure you read the 'Regulations' document
- Ensure you read the 'Procedures and Guidelines Policy' document
- Familiarise yourself with the process, the relevant SC application timeframes, your rights, and your eligibility
- Understand what you need to do regarding providing supporting documentation

Applications Page

- Here you can create a new Application and view/manage your existing Applications
- When creating a new Application, ensure you have added all Course Assessment Items for Impaired/Missed applications or all Course(s) details for Late Discontinuation applications (i.e. any Assessment Item(s) or Course(s) that are impacted by the Grounds Description described). Multiple courses can be listed in the one application
- Note that all correspondence in relation to an SC application will be sent to you via your UClive email address
- If you prefer to use a different email address than your UClive address, you can use the 'forward' rule in Office 365 or you can redirect messages to another email account
- Learn how to do this on the [Microsoft Office](#) website.

FAQs Page

- Answers to Frequently Asked Questions can be found here

Have a problem or want to suggest an enhancement?

- If you have a technical issue with the SC Hub or in submitting an application, please contact specialconsideration@canterbury.ac.nz detailing your issues and providing your student details.
- Should you wish to suggest an enhancement to the SC Hub or application process, please email specialconsideration@canterbury.ac.nz setting out the enhancement for the SC Team to consider.