

Congratulations on accepting your offer of Admission to Algoma University!

If you are a student with a disability, or if you face academic challenges that you believe may be caused by a disability, you should register with **Accessibility Services**. We are here to support you and to provide academic accommodations.

In order to assist you with accommodation planning and implementation, Accessibility Services requires medical documentation from you which outlines your functional limitations as well as your areas of strength. Your medical documentation does NOT need to declare a specific diagnosis, but must indicate if a disability exists, the category or nature of the disability and if the disability is temporary or permanent. Your documentation should also outline your functional limitations, and make suggestions for the accommodations that would best support you.

When you register for our services, you will submit documentation from your physician and complete our registration package. Then, we will meet with you in person to discuss your needs and our services and orient you to the Learning Centre.

Registering for Accessibility Services is done in 3 steps:

✓ Step 1 Complete Registration Form

Contact learning@algonau.ca to inquire about registering with us. You will be sent a form to complete to register with Accessibility Services. The form tells us a little bit about you and your needs while at school. You will then complete the registration form and return it to us.

✓ Step 2 Secure and Submit your Documentation

Accessibility Services will review your completed registration form and based on the information that you provided will then guide you to the specific medical documentation that you will need to submit to complete your registration. Documentation required is typically one of the following:

OSAP Disability Verification Form
Algoma University Confirmation of Disability Form
Psychoeducational Assessment

OSAP Note: For students with disabilities that will be applying for OSAP, please note that OSAP *also* requires documentation. Check the OSAP website for the newest version of the OSAP Disability Verification Form. It is frequently published late in the spring. When you apply for OSAP funding, you can indicate disability status on your application. You must then upload the completed, *current* Disability Verification Form to your application before it is processed.

For OSAP purposes, students with permanent disabilities can be considered full time if registered in 2 (two) courses per term or 40% of a full time course load.

We suggest that students take all required forms to their healthcare provider in the same appointment.

✓ **Step 3 Attend an Intake Appointment**

Once Accessibility Services has received your Registration Form and your required documentation, we will contact you to arrange for an intake appointment. At this appointment, we will review your documents together, and discuss the academic accommodations that would best support you. We will also provide you with an orientation to the Learning Centre and teach you how to access our resources.

Common Questions:

1. If I submit the OSAP Disability Verification form, must I also submit the Algoma University Disability Confirmation Form? Do I have to submit both?
 - a. The OSAP DVF typically does not provide enough detail to plan accommodations for you thoroughly. If it is the only documentation that you are able to secure, it will be accepted by Accessibility Services, however accommodations may be limited due to a lack of information.
2. How many courses am I required to register in?
 - a. You are not required to register in a set number of credits to be a student at Algoma University. Many students with disabilities choose to register in a reduced course load. Please note that for OSAP purposes, students with permanent disabilities can be considered full time if registered in 2 (two) courses per term or 40% of a full time course load.
3. I have an IEP from Highschool- will you accept this as documentation?
 - a. IEP's are typically written by teachers, and therefore are not accepted as verification of disability, however they can provide us with information that is helpful in planning accommodations for you. Many students who had an IEP have also had a psychoeducational assessment (completed by a psychologist) and those assessments ARE accepted for disability verification.
4. What accommodations will I receive? Will I receive all of the accommodations that I did in high school?
 - a. Accommodation planning is a consultative process, informed and substantiated by your medical documentation. The university environment and resources available may differ from what you are accustomed to receiving. We take our guidance from your medical documentation, and then work with you to create an individual accommodation plan.

Examples of Accommodations:

Out of class testing
Extra time for tests
Note takers

