

Key Resources for Students with Disabilities

Working together for accessible learning

The Centre for Accessible Learning (CAL) is committed to ensuring our students have equal access to all educational opportunities. Our goal is to provide the necessary accommodations to equalize the opportunity for students to meet their essential course or program requirements. Services are confidential, free, and voluntary.

The CAL is mandated by the Human Rights Commission's Guidelines for Accommodating Persons with Disabilities, the Ontario Human Rights Code, and Algonquin College Policy AC01.

The CAL team

Disabilities Counsellors: Each student registered with the CAL is assigned to a Disabilities Counsellor (DC), who uses a client-centred approach to provide confidential disability-related counselling and advocacy services to assist with academic needs. A Disabilities Counsellor reviews your documentation and provides you with access to appropriate academic accommodations. The accommodations that you receive are based on a review of your documentation and consultation with your Disabilities Counsellor. Your Disabilities Counsellor is available for support as needed.

Assistive Technologists: Assistive Technologists (AT) help you explore technology that can support your disability-related needs in your academic studies. They provide you with training and support on this assistive technology.

Learning Strategists: Learning Strategists (LS) counsel students to become more effective learners in the college environment. Students registered with the CAL can access the services of the LS through one-on-one sessions that are individualized to a student's disability-related needs. Some possible topics include time management, study skills and self-advocacy. Students can also access drop-in services for time-sensitive issues or attend study skill workshops led by a learning strategist.

A team approach

The CAL follows a team approach that involves you (the student), your faculty, your Disabilities Counsellor, and other members of the CAL team. YOU are the leader of this team and are responsible for making your needs known.

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Accommodations & Supports

Letter of Accommodation (LOA):

The LOA is a confidential document that provides a written statement of the accommodations to which a student registered with the CAL is entitled.

The LOA describes both in-class and test/exam accommodations. Once you've met with your Disabilities Counsellor, the LOA will be created. You can access your LOA by:

- using the CAL Online Portal
- asking a Disabilities Counsellor

You are responsible for ensuring your professors receive a copy of the LOA **each term**, if you are seeking accommodations for that course. You can do this by:

- emailing an electronic copy
- providing a paper copy
- requesting Disabilities Counsellor assistance

The LOA is valid for the duration of the program or the timeline listed on the LOA. A program change requires a new LOA. If there are any concerns about your LOA, please bring these to the attention of your Disabilities Counsellor as early as possible.

Placement LOA: If you have a work placement in your program, you may access a Placement Letter of Accommodation by meeting with your Disabilities Counsellor.

CAL Test Services: Please refer to the Test Services website for information:
algonquincollege.com/cal/cal-test-services

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Accommodations & Supports

Students in Academic Upgrading, BIT and BScN are unable to use the CAL Online Portal. Please submit test requests using the CAL Accommodation Form.

For assistance, email: calpembroke@algonquincollege.com
or call 613.735.4700 ext. 2665

Assistive Technology Meeting Room: The Assistive Technology Meeting Room is located in Room 145c (within the library). It provides students registered with the CAL a quieter environment and fully accessible computer workstation.

Feedback or Concerns: We strive to offer effective and supportive services. Your concerns matter to us. If you are not pleased with our services, or have concerns about our services, please contact your Disabilities Counsellor or the CAL Manager, at 613.727.4723 ext. 7200.



Contact Information

Students' Association	Room 100	Peer Tutoring	Room 126
CAL Test Services	Room 126	Health Services	Room 127
Learning Strategist	Room 126	Admissions/Registrar	Room 131
Disabilities Counsellor	Room 126	Financial Aid	Room 131
Assistive Technologist	Room 126	General Information	Room 131
Counselling Services	Room 126	Parking/Fees Clerk	Room 131
Co-op Placement	Room 126	Student Support Lab	Room 145 (Library)
Student Success Specialist	Room 126		

Contact the Centre for Accessible Learning

Phone: 613.735.4700 ext. 2665 • TTY: 1.866.620.3845 • E-mail: calpembroke@algonquincollege.com

We're social!



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