How to Access and Send the Letter of Accommodation (LOA)

1. Log in to the CAL Student Portal.

2. Click on the Letter of Accommodation icon.

3. Click on the Accommodation tab and use the drop-down menu to select the correct term.

4. Review and select eligible accommodations for each course or apply the accommodations to all courses at the same time.

5. Once you approve the LOA, a copy will automatically be sent to the Faculty member(s) associated with that course.

If you require changes to your accommodations, you can request an appointment with your Disabilities Counsellor on the same accommodation screen. Please ensure to include a reason for the appointment in the text box provided. Please contact the Welcome Centre **welcomecentre@algonquincollege.com** for additional assistance.

Centre for
Accessible Learning

Student Support
Services