

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.

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.

The CAL team

Welcome Centre: Often the first point of contact, staff at the Welcome Centre receive student documentation, schedule appointments, and may answer some CAL-related questions. It is here that students also check in for their booked appointments.

Coordinator of Intake, Assessment and Outreach: Students who do not have the required disability documentation are encouraged to meet with the CAL Intake Coordinator to discuss options about how to obtain appropriate documentation.

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.

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The CAL team

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.

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 Student 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 accessing the [CAL Student Portal](#). For detailed instructions, click on [CAL Student Portal Infosheet](#).

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 program placement, you may access a Placement LOA by meeting with your Disabilities Counsellor, ideally before the placement.

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

Please refer to our website for all final assessment booking deadlines.

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Accommodations & Supports

Students registered in Academic Upgrading, Bachelor of Science in Nursing (BScN), Bachelor of Information Technology (BIT) must email caltestservices@algonquincollege.com with their timetable, including course codes, sections and professor names, in order to access the [CAL Student Portal](#) for test booking and LOA distribution.

For assistance, email: caltestservices@algonquincollege.com or call 613.727.4723 ext. 6092

Assistive Technology Lab: The Assistive Technology Lab is located in E303 and provides students registered with the CAL a quieter environment and fully accessible computer workstations. Through the AT Lab, students can also access AT Assistants, a loaning library, transcription services, and accessible print-based course materials.

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

Welcome Centre • CAL • Counselling Services	3rd Floor, Student Commons	Employment Support Centre	C226
Assistive Technology Lab	E303	Coaching Lab	C260
CAL Test Services	E304	Financial Aid and Student Awards	Student Central
The AC Hub	E217	Health Services	C141
Mamidosewin Centre	E122	Library	C350
Students' Association	E144	Peer Tutoring	C259
		Quiet Study Room	E210 & A118

Contact the Centre for Accessible Learning

Phone: 613.727.4723 ext. 7200 • TTY: 1.866.620.3845

E-mail: welcomecentre@algonquincollege.com

We're social!



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