



CAL Registration and Consent Form for **ONLINE LEARNERS**

This form is intended for students who are registered with AC Online.

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.

How to Make an Appointment

To book an appointment to meet with a CAL staff member, contact the Welcome Centre at 613.727.4723 ext. 7200. The Welcome Centre also receives student documentation, schedules appointments, and may answer some questions. Appointments with the CAL team are available via telephone, in person, or video chat.

A Team Approach

The CAL follows a team approach, which involves you, the student, your facilitator and program, 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

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

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

Assistive Technologists (AT): 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.



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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 access drop-in services for time-sensitive issues, or attend study skills workshops led by a Learning Strategist.

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. Once you have met with your Disabilities Counsellor, the LOA can be created and you will be emailed an electronic copy. The LOA is valid for the duration of the program or timeline listed on the LOA. If you change your program of study, you will need to contact your Disabilities Counsellor to update your LOA.

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

Student Responsibilities

- It is recommended that you review the accommodations listed on your LOA at the start of each course and to contact your Disabilities Counsellor if changes are needed.
- Each term, you are responsible for ensuring your Course Facilitator(s) and in the AC Online Exam Coordinator receive a copy of the LOA if you are seeking accommodations for each course. To do so, you may:
 - o Email an electronic copy of your LOA to your Course Facilitator(s) and to the AC Online Exam Coordinator.
 - Course Facilitator emails can be found on Brightspace and the Exam Coordinator can be emailed at OLexams@algonquincollege.com.
 - o Request assistance from your Disabilities Counsellor.
 - o ***Special note:** For all courses hosted through Ontario Learn, please send your LOA to OLStudentSuccess@algonquincollege.com to be forwarded to your Facilitators.
- You are responsible for keeping track of key dates, such as the add/drop deadline and withdrawal deadline. Key dates can be found at algonquincollege.com/ccol/info-page/online-learning-key-dates
- **You are responsible for reaching out for help as needed.**



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Exam Procedures for Online Learning Courses

Please contact the AC Online Exam Coordinator at OLexams@algonquincollege.com for more information on booking accommodated exams.

Understanding Confidentiality

The CAL is fully committed to providing educational services in an ethical manner. All student information, including the fact that you have used CAL services, is treated as strictly confidential:

- Use of this service is voluntary.
- Your CAL record will be kept confidential and stored in a secure manner, apart from your other student records, but may be shared within the CAL team for case management, quality assurance and consultation.
- CAL may seek assistance from staff in Counselling Services and Health Services in order to provide services to you, and may share information with them when reasonably necessary in order to seek such assistance. CAL staff may also share information with Security Services and Residence Life staff as reasonably necessary to provide services.
- Limited access to your CAL record may also be given to the Mental Health Nurse in Algonquin's Health Services, CAL Test Services staff and the Welcome Centre staff. Using the CAL database, these staff members may record and receive information regarding accommodations and services, as deemed reasonable, and manage your records accordingly. Please note that your CAL record will only be accessed by those listed above in a manner necessary to provide you with appropriate services.
- CAL may share information from your records, including LOA(s), and engage in consultation with the Office of the Ombudsman, at the request of either Office.
- Only collective statistical data is released to the College and the Ministry, Colleges and Universities. Identifiable data about you will not be shared except as required by law.



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Limits of Confidentiality

The CAL is obligated by law to disclose information about you to the appropriate authorities, with or without your consent, in certain circumstances, including the following:

1. There are reasonable grounds to believe that you are likely to harm yourself or another person.
2. There are reasonable grounds to believe that either a child under the age of 16 years or a resident in a long term care or retirement home is at risk of being abused or neglected.
3. Your file has been subpoenaed or ordered produced by a court of law or other body with similar power.
4. You report sexual abuse by a regulated health professional.

Risks Specific to Online/Phone Support

Though CAL is compliant with the Freedom of Information and Protection of Privacy Act (FIPPA) and takes all reasonable steps to protect the security and confidentiality of information, there are some inherent privacy and security risks with online and/or phone communication such as information being intercepted or unintentionally disclosed. Also, the inability to see communication in context, including non-verbal communication, may lead to misinterpretation of thoughts/feelings. There is also the possibility of service disruption due to technical issues.

I understand the inherent risks associated with online/phone communication and agree to access CAL supports through these means.

Permission to Consult Program

I give permission to CAL to consult with Academic employees, including Course Facilitators, Pathway Advisor, Student Success Specialist, Exam Coordinator, and Academic Manager as may be reasonably necessary in the course of considering possible accommodations. I further give permission for these employees to consult amongst themselves as may be reasonably necessary for the same purpose, and to share information about academic progress as it relates to accommodations.



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Letter of Accommodation (LOA) Access

(Please only initial one of the boxes in this section)

Accepting LOA Access

I consent to creating a Letter of Accommodation (LOA) in partnership with my Disabilities Counsellor to support my access to academic accommodations in my current program, and will contact my Disabilities Counsellor as soon as I am able if my program, needs or functional abilities change during my studies.

Student Initials

Declining LOA Access

Because CAL is a voluntary service, I decline a LOA at this point and understand the implications of doing so. I will contact my Disabilities Counsellor to review this decision if needed.

Student Initials

Your Consent

I hereby consent to the use and disclosure of relevant information as outlined above. I understand that my consent to the release of information will continue in effect while I am a student at Algonquin College, unless withdrawn. I understand that I may withdraw this consent at any time by notice in writing to the Manager, CAL.

Counsellor Name _____ Student Name _____

Counsellor Signature _____ Student Signature _____

Date _____

Personal information is collected by the CAL in accordance with the Freedom of Information and Protection of Privacy Act ("FIPPA") and the applicable policies of the College. Information provided by you will not be used without your consent for any purpose other than those stated on this form. Inquiries about the collection of information should be directed to Sara Jordan, (613.727.4723 ext 7200).

