



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 Accessibility 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.

Accessibility Counsellors (AC): Each student registered with the CAL is assigned to an Accessibility Counsellor, who uses a client-centred approach to provide confidential disability-related counselling and advocacy services to assist with academic needs. An AC 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 Accessibility 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 Accessibility 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 Accessibility Counsellor to update your LOA.

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

Exam Procedures for Online Learning Courses

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

Acknowledgements

Student Acknowledgement of Responsibilities

I am required to:

- Review all communications sent to me from the CAL and follow outlined instructions.
- Understand the services available to me through the CAL.
- Review the accommodations listed on my LOA at the start of each course and contact my Accessibility Counsellor if changes are needed.
- Send my Letter of Accommodation (LOA) each term if I am seeking accommodations for each course. To do so, I can:
 - o Email an electronic copy of my LOA to my 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 my Accessibility Counsellor.
 - o *Special note: For all courses hosted through Ontario Learn, please send the LOA to OLStudentSuccess@algonquincollege.com to be forwarded to the Facilitators.



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- Discuss accommodations with Course Facilitators as needed.
- Access Learning Strategy and Assistive Technology support as needed.
- Keep track of key dates, such as the add/drop deadline and withdrawal deadline. Key dates can be found at algonquincollege.com/ro/academic-calendar
- Reach out for help when needed.

☐ I understand my responsibilities as a student registered with the CAL.

LETTER OF ACCOMMODATION ACCESS

(Please only check off one box in this section)

Accepting Letter of Accommodation Access

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

Declining Letter of Accommodation Access

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

The Centre for Accessible Learning Algonquin College Health Service Provider Privacy Notice

Who We Are & What We Do

The Centre for Accessible Learning (CAL) provides academic accommodations and educational support services for students who have permanent and/or temporary disabilities. Services are confidential, free, and voluntary; however, students are required to self-identify in order to access them. Click [here](#) for more information.

How We Handle Your Personal Health Information

The CAL collects, uses, and shares your personal health information (PHI) following the Personal Health Information Protection Act (PHIPA). The CAL may also collect, use, and share other non-health related personal information under the Freedom of Information and Protection of Privacy Act (FIPPA).



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Access & Use

Access to your PHI is restricted to CAL employees, and Welcome Centre employees if you are accessing CAL at the Ottawa campus. Your PHI will only be accessed or used without your consent when required by law or as necessary to provide services to you. When required by law, the reason must fall within at least one of the following circumstances:

Limits to Confidentiality

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

Consultation

There might be times when the CAL may want to ask other people for advice about your care or support if we think they can help you. If we do need to involve others, in most cases we will ask for your permission first before sharing any of your PHI.

Retention & Storage

The PHI you provide to your health service provider will be kept strictly confidential and stored at all times in a secure manner for a minimum of 10 years from the last date of action on your file.

Termination

Access to the CAL will stop when you finish your academic program, or when you are no longer enrolled in a program of study. If you experience a change in your student status for any reason, reach out to the CAL for guidance about access to service.

These standards apply to all Algonquin College health service providers, whether you access them online or in-person at a physical campus.

Contact

If you have any questions or concerns about this form or our practices, please reach out to the Ottawa CAL by email at calmessages@algonquincollege.com or the Pembroke CAL at calpembroke@algonquincollege.com.

General inquiries about the handling of your PHI should be directed to the College's Privacy Office which can be reached by email at privacy@algonquincollege.com.



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Acknowledgement

Your signature on this form acknowledges that you have read and understood the terms and conditions of this notice as they relate to your access of the CAL. You may remove your consent at any time by writing to the appropriate email for your campus noted above.

Signatures

_____ Printed Name (Student)	_____ Student Signature	_____ Date
_____ Printed Name (Witness)	_____ Witness Signature	_____ Date



Contact Information

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

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!

  [algonquinss](#)   [algonquincollegess](#) algonquincollege.com/cal