

# EXPRESS REGISTRATION REQUEST FOR SUPPORT

To access Centre for Accessible Learning (CAL) services when studying at the Algonquin College Ottawa Campus.

**Express registration is best suited for students seeking a streamlined process to access ONLY TESTING ACCOMMODATIONS without having an initial face-to-face appointment with an Accessibility Counsellor. Students selecting this option may request to meet with an Accessibility Counsellor at any time through the process.**

## INSTRUCTIONS

- Complete this form and submit with disability documentation to the Student Support Services' Welcome Centre – contact details are on page 3.
  - Note: Students who cannot provide documentation may be eligible for temporary support and academic accommodations until documentation becomes available.
- **DO NOT USE THIS FORM IF YOU:**
  - **Need in-class accommodations** such as note-taking support or reduced course load, or you are an AC Online student – Please follow the [Standard Registration instructions](#)
  - Are a **Pembroke Campus** student – Contact Pembroke CAL at [calpembroke@algonquincollege.com](mailto:calpembroke@algonquincollege.com) or 613.735.4700 ext. 2665
  - Are an **Apprentice** – Contact the Apprenticeship Success Centre in CA102 or [apprenticesuccess@algonquincollege.com](mailto:apprenticesuccess@algonquincollege.com) or 613.727.4723 ext. 7139
  - Require **Admissions Assessment Accommodations** – Contact the Test Centre at [testcentre@algonquincollege.com](mailto:testcentre@algonquincollege.com) or 613.727.4723 ext. 7079

## PERSONAL INFORMATION

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Pronouns: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Can we leave a message? ☐ Yes or ☐ No

Student Email: \_\_\_\_\_

Student Alternate Email: \_\_\_\_\_

Local Student Address: \_\_\_\_\_

### Emergency Contact:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

**Please note:** This information is for emergency purposes only. It is not a consent to release information. Due to confidentiality of services, students 18+ will be the sole contact for appointment arrangements.

**Program Name** (example Business-Marketing): \_\_\_\_\_

**Program Start Date:** \_\_\_\_\_

**My program has (check all that apply):** ☐ Co-op ☐ Placement ☐ Labs

**Student Status (check all that apply):** ☐ Full-time ☐ Part-time ☐ International

**Campus:** ☐ Ottawa ☐ Corporate Training

**Funding Sources:** ☐ Better Jobs Ontario ☐ WSIB ☐ No funding ☐ Other \_\_\_\_\_

☐ OSAP • If eligible, have you submitted your Disability Verification Form to OSAP? ☐ Yes or ☐ No

## DISABILITY INFORMATION

### 1. How do you identify your disability or suspected disability?

- ☐ ADHD ☐ Autism ☐ Brain Injury ☐ Learning Disability ☐ Mental Health
- ☐ Hearing Impairment ☐ Mobility / Physical ☐ Medical ☐ Visual Impairment
- ☐ Other: \_\_\_\_\_

## ACCOMMODATION NEEDS

### 1. Describe how your disability affects you in an academic setting:

### 2. What testing accommodations are you seeking:

- ☐ Extra time ☐ Reading software ☐ Writing software
- ☐ Calculator ☐ Other: \_\_\_\_\_

### 3. Is there any additional information you would like to share about your accessibility needs?

## NEXT STEPS

1. a) Review and complete CAL's [Privacy Notice and Key Resources Review Webform](#) to understand how your information is managed, and the services available to you
- b) Submit this Express Registration Request for Support form and your disability documentation to the Welcome Centre:
  - Email: [WelcomeCentre@algonquincollege.com](mailto:WelcomeCentre@algonquincollege.com)
  - Fax: 613.727.7862
  - In Person: 3<sup>rd</sup> Floor of E building (Ottawa Campus)
    - To protect your personal information, it is recommended you use one or more of the following security options when submitting the Request for Support and/or medical documentation.
      - When possible, use your Algonquin College email account
      - Add a password to the documents you are submitting.

Important: Send the password in a separate email so your documents can be opened

**\*\* Step 1 a) and b) MUST be completed before your Express Request for Support will be processed\*\***

2. CAL staff will review this form and your documentation. If eligible for accommodations, you will be emailed a Letter of Accommodation alongside the following instructions:
  - a. How to share your Letter of Accommodation with your professors through the CAL Student Portal
  - b. How to book accommodated tests with CAL Test Services using the CAL Student Portal by published deadlines
  - c. How to contact your assigned Accessibility Counsellor
  - d. How to access additional CAL supports

If you are not eligible for Express Registration, you will be notified as soon as possible.

If at any point you wish to meet with your Accessibility Counsellor, please contact the Welcome Centre [welcomecentre@algonquincollege.com](mailto:welcomecentre@algonquincollege.com) or 613.727.4723 ext. 7200 to request an appointment. Remote, in-person or telephone appointments are available.

## CONFIDENTIALITY

All student information is treated as strictly confidential. Use of CAL service is voluntary. Your disability documentation will be stored in a secure manner at the CAL and will not be released to third parties without your written consent in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Protection Act (PHIPA). By submitting this form, you are requesting services from the Centre for Accessible Learning at Algonquin College.