

THE CENTRE FOR ACCESSIBLE LEARNING (CAL)

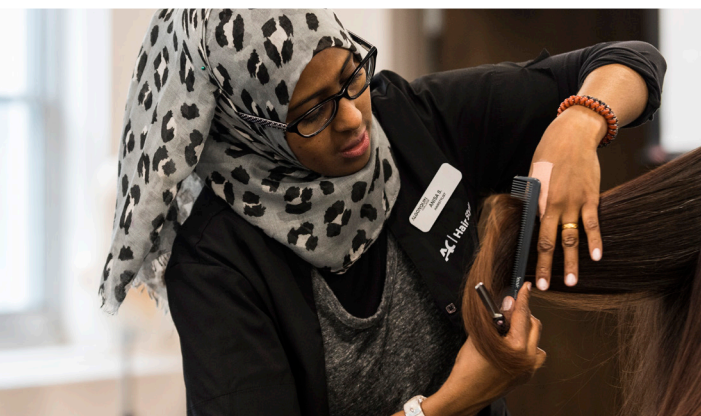
Committed to Equal Access

The Centre for Accessible Learning (CAL) and the Apprenticeship Success Centre (ASC) are committed to ensuring that pre-apprenticeship and apprenticeship students have equal access to education.

Our goal is to provide academic accommodations, learning strategies, assistive technology, and equipment loan services 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.



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 Counsellor or the CAL Manager at 613.727.4723 ext. 7200.

ASC Contact Information

Email:
asc@algonquincollege.com

In-Person:
Room CA102 (1st Floor, ACCE/CA Building)

Welcome Centre (E341) for: 613.727.4723
ext. 7200

- Centre for Accessible Learning
- Counselling Services
- Employment Support Centre

Registrar's Office/Financial Aid (Student Central) 613.727.0002

Health Services (C141) 613.727.4723
ext. 7222

Student Learning Centre (C260) 613.727.4723
ext. 6661

We're social!

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algonquincollege.com/cal/asc

Centre for Accessible Learning

Apprenticeship Success Centre

Key Resources
for Apprentices

 Student Support Services



WHY SHOULD YOU SEEK SUPPORT?

If you received academic supports in prior learning environments or if you have struggled with your learning in the past, we encourage you to register with the CAL as soon as your program registration is confirmed.



Test Accommodations:

If you require test accommodations that cannot be supported in the classroom (e.g., extra time, quiet space, reader, reading software), you can book with ASC at asc@algonquincollge.com.



WORKING TOGETHER FOR ACCESSIBLE LEARNING: A Team Approach to Meet Your Needs

You

YOU are the leader of this team and are responsible for making your needs known.

Faculty and Program Coordinators

Your academic team want you to succeed. They are skilled professionals in each respective trade to help guide your success and assist with implementing your accommodations as needed.

Disabilities Counsellor (DC)

A Disabilities Counsellor will review your documentation and discuss your learning needs in support of accessing accommodations. A Letter of Accommodation (LOA) is then created by you and your DC to communicate to your faculty your need for accommodations.

Assistive Technologists (AT)

An AssistiveTechnologist will provide an assessment and training on using technology (e.g., reading and note taking software, recording tools, noise cancelling headphones) that is right for you. They also help access digital copies of textbooks and course materials and equipment loans. **All students may access this support with or without a documented disability.**

Learning Strategists (LS)

A Learning Strategist will assist you with developing a “tool kit” of techniques to help with:

- Note taking, reading comprehension, study and test taking strategies
- Managing stress and test anxiety
- Time management and avoiding procrastination

Services can be accessed individually or as a small group workshop. **All students may access this support with or without a documented disability.**



UNDERSTANDING YOUR LETTER OF ACCOMMODATION (LOA)

A Letter of Accommodation (LOA) is a confidential written statement of the accommodations which a student registered with the CAL is entitled. It describes both in-class and quiz/test/exam accommodations. The LOA can be accessed by asking your Disability Counsellor.



Sharing your LOA

You are responsible for ensuring your professors receive a copy of your LOA for each course the accommodations are requested. This can be done by emailing an electronic copy, providing a paper copy or requesting the assistance of your DC. **It's important to note that you will need to communicate with each professor when a specific accommodation is required.** This may vary depending on the professor and the learning experience for each respective course.

Duration of the LOA

Updates to the LOA are needed when there are changes to accommodations within the same intake term, a student transitions to a new level of their apprenticeship program or a student changes their program. Please talk to your DC as soon as possible if you have any questions or concerns about accessing your accommodations.