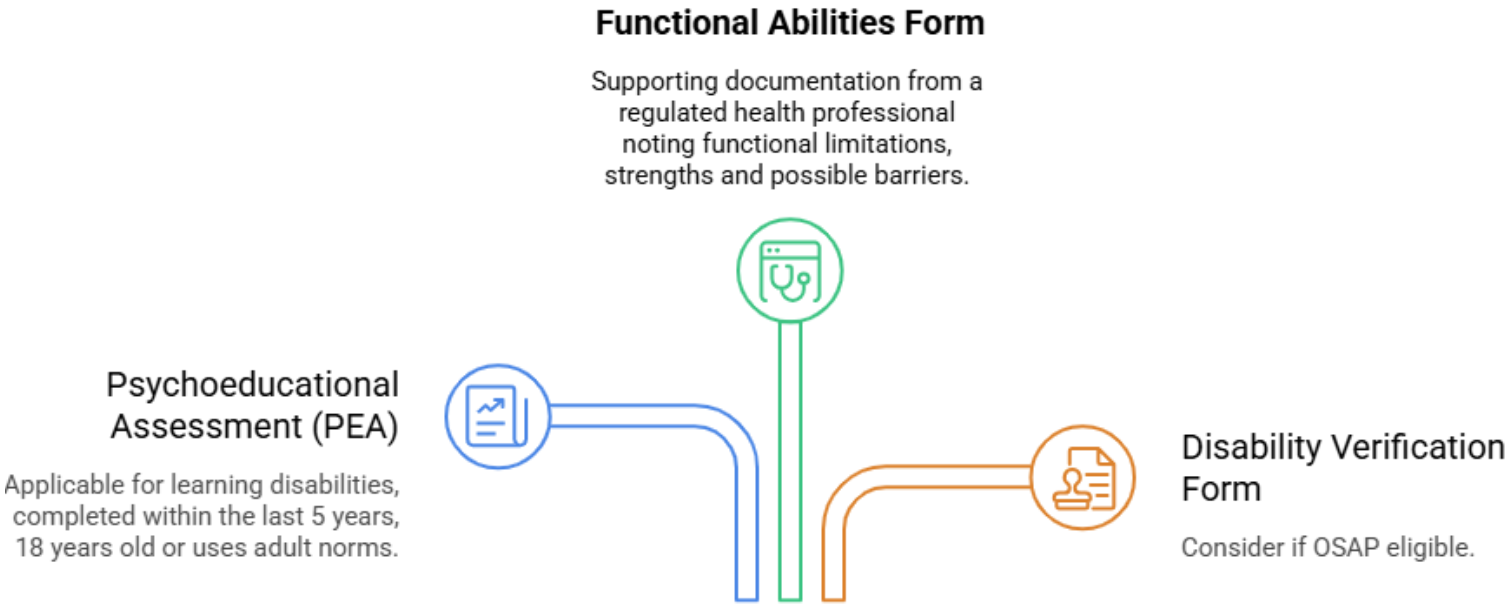
STEPS TO ACCESS ACOMMODATIONS

Accessibility Advising supports students with disabilities, medical conditions, or learning barriers by providing accommodations that support equitable access to education

1 GATHER DOCUMENTATION ☐

DOCUMENTATION REQUIREMENTS MAY VARY BASED ON YOUR FUNCTIONAL LIMITATIONS AND/OR TYPE OF DISABILITY. ACCEPTABLE DOCUMENTATION MAY INCLUDE, BUT IS NOT LIMITED TO:



AND (IF APPLICABLE TO YOU):

- Secondary School Individual Education Plan (IEP): This helps us understand the supports you received in high school; additional documentation will be required.
- Previous Post-Secondary Accommodation Plan: A copy of your most recent Accommodation Plan or Accommodation Letter from another college or university, if applicable. This provides helpful background but does not guarantee the same accommodations will be approved.

Note: Additional or updated documentation may be required. Submitting documentation before your appointment can help expedite your accommodation plan. Interim accommodations may be available.

2 CONTACT ACCESSIBILITY ADVISING ☐

- We encourage you to schedule an appointment with an Accessibility Advisor (AA) before the start of your program or semester.
- You can book an appointment on Navigate or by calling **1.877.722.1523.**

3 WHAT TO EXPECT IN YOUR AA APPOINTMENT ☐

- Your appointment will be approximately 45 minutes and can take place in person, virtually, or over the phone. Please come ready to talk about:
  - Your strengths & any barriers you're currently experiencing
  - Specific details related to your request for academic. accommodations, especially how they relate to your program or course requirements.
  - Any documentation you've submitted or may still need to provide.
  - Next steps in the process, and any questions you may have.
- Your AA will also:
  - Help you better understand your options for academic supports
  - Share information about additional supports and resources available to you.

4 ACCOMMODATION PLAN & SENDING OUT YOUR LETTERS OF ACCOMMODATION (LOA) ☐

- Remember, you must send your Letters of Accommodation (LOAs) **each semester**. Accommodations are not automatically shared with your instructors.
- Meet with your Accessibility Advisor (AA) to:
  - Review your accommodation plan
  - Send your LOAs to your instructors for the current term
  - Discuss any questions or additional supports that may help you
- Please know that we're here to support you throughout your academic journey.
  Be sure to notify your AA if:
  - Your condition changes
  - You need to adjust your accommodations
  - You change programs

THINGS TO CONSIDER:

- Academic accommodations are based on the functional limitations outlined in your documentation. They are designed to reduce barriers and create equal access to learning.
- We treat your privacy and confidentiality with the utmost importance.
- In Ontario, post-secondary accommodations cannot alter essential learning outcomes. Be sure to review your program requirements and connect with your Program Coordinator if you have questions.
- Our services are student-driven, and we're here to support you. We look forward to meeting you soon!

CONTACT US WITH ANY QUESTIONS:
1.877.722.1523
studentsuccess@georgiancollege.ca