

# ACCESSIBILITY SERVICES



## Education Within Reach

### What Does Accessibility Services (A.S.) Do?

- Provides academic accommodations and services to all eligible TRU students with diagnosed disabilities.
- Facilitates equal access to educational opportunities by reducing physical, attitudinal, and systemic barriers.
- Accommodations include: exam accommodations, alternative format text materials, sign language interpretation, access to assistive technology, note-taking facilitation, and more.



### Eligibility to Access Services

- Students must have documentation of a diagnosed disability.
- Disabilities can range from physical to invisible. Some examples of verifiable disabilities include (but are not limited to):
  - chronic/systemic health impairments
  - visual impairments
  - hearing impairments
  - mobility/functional impairments
  - neurological disabilities
  - mental health disabilities
  - learning disabilities



### Contact AS:

Email: [as@tru.ca](mailto:as@tru.ca)

Phone: 250-828-5023

Toll Free: 1-888-828-6644

[www.tru.ca/AS](http://www.tru.ca/AS)

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## STEPS TO ACCESS SERVICES

### **Step 1: Meet with an Accessibility Advisor.**

**When:** Three months before the start of the semester.  
Make an appointment with an A.S. Advisor to discuss your needs and which services you are eligible for.

### **Step 2: Get Necessary Documentation.**

**When:** One month before the start of a semester.  
After the initial appointment, acquire the documentation necessary for accessing the accommodations and/or funding that you discussed with your advisor.

### **Step 3: Send out accommodation letter(s).**

**When:** First week of classes.  
Contact the A.S. office at the start of the semester to have your accommodation letters distributed.



### **Step 4: Follow Up.**

**When:** Second Week of Classes  
Follow up with your instructors after they receive your accommodation letters. Meet with your Accommodations Coordinator to discuss your accommodations and book your exams.

### **Step 5: Access Accommodations.**

**When:** Throughout the semester.  
Make use of the accommodations for which you have been approved. Connect with the A.S. Learning Strategist and/or Assistive Technology Specialist.

### **Step 6: Continue Accessing.**

**When:** Start of Every Semester.  
If you would like to continue accessing accommodations, contact the A.S. office each semester to request that they send out your accommodation letters and continue the process.