

How to Access Accommodations Through Accessibility Services



Step 1:

Meet with an Advisor

Three Months Before Start of Semester

Make an appointment with an AS Advisor to discuss your needs and which services you are eligible for, preferably three months before the start of the semester.

Step 2:

Get Necessary Documentation

One Month Before Start of 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)

First Week of Classes

Once you have supplied your Advisor with the necessary documentation and have been approved for ongoing accommodations, the next step is to contact the AS office at the start of the semester to have your accommodation letter(s) distributed.

NOTE:

If you would like to make changes to your accommodations, a meeting with your AS Advisor prior to the start of the semester is recommended.

NOTE:

Ensure that you book your midterms and tests one week in advance and adhere to the final exam booking deadline - three weeks before the last day of classes.

Step 4:

Follow Up

Second Week of Classes

Follow up with your instructor(s) after they receive your accommodation letter(s). Once you receive your course outlines (around the second week of classes), meet with your Accommodations Coordinator in the AS Test Centre to discuss your accommodations and book your exams.

Step 5:

Access Accommodations

Throughout Semester

Make use of the accommodations for which you have been approved. Connect with the AS Learning Strategist and/or Assistive Technology Specialist.

Step 6:

Continue Accessing Start of Every Semester

If you would like to continue accessing accommodations, contact the AS office each semester to request that they send out your accommodation letter(s) and continue the process!

Contact as@tru.ca for more information