

Accessibility Services: Registration for New Students

Welcome to Accessibility Services!

Accessibility Services at St. George Campus supports students with a disabilities enrolled at the University of Toronto. Our mission is to provide students with a network of resources to succeed at the University of Toronto, both inside and outside the classroom. We strive to create a safe and comfortable community for students where they can navigate their disability and related barriers, facilitate peer support and interactions, and provide various academic and social opportunities.

At Accessibility Services we uphold the [Ontario Human Rights Code](#), the [Accessibility for Ontarians with Disabilities Act](#) and the University of Toronto's [Statement of Commitment to Persons with Disabilities](#).

Enclosed is a registration package for students who are new to Accessibility Services. In order to register for Accessibility Services please follow the *Accessibility Services: Steps to Register* checklist on the next page.

Please Note:

- If your **home campus** is University of Toronto, Mississauga (UTM), or University of Toronto Scarborough (UTSC) but you require academic accommodations and support at **St. George Campus**, you first need to register with Accessibility Services at your home campus. If you are a UTM student please visit <https://www.utm.utoronto.ca/accessability/>. If you are a UTSC students please visit <http://www.utsc.utoronto.ca/~ability/>.
- If you are a **Continuing Education Student** at University of Toronto please contact, 647-361-2682 (press 2) or email learn@utoronto.ca to make arrangements for this service.

In order to receive academic accommodations for the December 2017 exam period, students must [submit completed registration packages](#) to Accessibility Services by November 6, 2017.

Accessibility Services: Steps to Register

Step 1: Find the Registration Package that best describes your Category of Disability

- Choose a registration package that best describes the category of disability or the challenges that impact your learning. Registration packages can be found on the webpage listed below.

<https://www.studentlife.utoronto.ca/as/new-registration>

Note: If you have more than one disability you need fill out each package that applies to you.

Step 2: Fill out the Student Information portion of the registration package(s)

Please do this to the best of your ability and with as much detail as possible.

Step 3: Documentation

- Please review the required documentation that you will need to submit.

Each registration package outlines the documentation that is required in order to receive support from Accessibility Services. If you are unsure about what documentation is required, please visit, call, or email the front desk for assistance.

Note: The provision of all reasonable accommodations and services is assessed based on the current impact of the disability on academic performance. A diagnosis is requested but not required for students to receive academic accommodations.

- Obtain and attach the required documentation. If possible, make an appointment with the Health Care Practitioner. Please record the date of the appointment here: ____/____/____

Note: If you are seeking accommodations but do not yet have the documentation required, interim accommodations may be provided.

Step 4: Submit the completed Registration Package

- Submit your completed registration package to Accessibility Services. This can be done by email, fax, or mail, or you can submit it in person to the front desk at Accessibility Services.

If you are still waiting to receiving your documentation, submit the Student Information portion of the registration package(s) and attach a note that explains the status of your documentation.

Step 5: Make an Intake or Consultation Appointment

- The Front Desk staff will contact you to set a date and time for an intake or consultation appointment with a disability counsellor. This can be done in person, over the phone, or by email.

Note: Appointment time slots fill up quickly! Pay close attention to your U of T email and/or your voice mail message and respond to messages as soon as possible to get the earliest available appointment.

If for any reason you cannot attend an appointment, please contact the front desk to cancel or reschedule as soon as possible.

Student Information and Documentation Required for Registration for a Learning Disability

The documentation required for accommodating a learning disability should be provided by a registered psychologist/neuropsychologist/psychological associate qualified to provide psychoeducational/neuropsychological assessments. This assessment usually includes standardized test administration and provision of test scores. These scores assist us in determining the most appropriate and helpful accommodations. A recent assessment is the most beneficial as it provides a picture of current functioning as an adult learner.

If you intend to apply for a bursary for academic support you need to provide a psychoeducational assessment performed by a registered psychologist or psychological associate and completed when at least 18 years of age or within the past five years.

Learning Disability (LD) Assessment Fee

Should you require an assessment, you can obtain a referral to a private psychologist through your Disability Counsellor. The fee for the assessment ranges between \$2000 and \$3000.

Please do not let the fee for the assessment deter you from going to your initial appointment with your Disability Counsellor. There is no fee for any meetings with a Disability Counsellor.

There are several ways payment for this fee can be made:

Bursary for Students with Disabilities (BSWD)

If you have applied for OSAP for the current session and are eligible for a loan, you may be eligible for a bursary to pay for the assessment. (You do not have to negotiate the loan.)

Please note: Please check with your Disability Counsellor to find out if you are eligible to apply for the BSWD. If you are, you must complete this application with your Disability Counsellor before it is sent to Enrolment Services. A bursary is non-repayable but is taxable income.

Extended Health Care Plan (For Psychological Services)

You may be covered through a private insurance plan - either your own, your parents', or your spouse's. Please check with your insurance company about coverage. Should you have coverage, let the Disability Counsellor know during your first appointment.

College/Faculty Bursary

Some funding may be available to students who show financial need and have incurred unexpected expenses. Please check with your College/Faculty Registrar about this possibility.

For Office Use Only

Date Received:

Referred to:

Student Information Form & Questionnaire

For Students with a Learning Disability/ADHD

If possible, the student should fill this form out by hand.

Name: _____

Student Number: _____

Date of Birth: _____

College/Program/Faculty: _____

Full Time ____ Part Time ____ Are you eligible for OSAP? _____

How many credits have you earned? _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Can detailed messages be left? _____

If not, can a name and phone number be left? _____

University of Toronto E-mail: _____

High School(s) attended: _____

High School graduating average: _____

Who referred you to Accessibility Services? _____

Do you require any accommodation to participate in an intake interview? **Yes** **No**

If yes, please describe. _____

Please answer as many of the following questions as possible. Your answers provide valuable information for the Learning Disability Counsellor.

1. What are your reasons for contacting Accessibility Services?

2. Have you had any previous assessments?

No Yes

If you answered yes, what type of assessment(s)? Check all that apply:

- Psycho-educational assessment
- ADHD assessment
- Neuropsychological Assessment
- Speech Language Assessment
- Occupational Therapy Assessment
- IPRC/IEP
- Audiological Evaluation
- Psychological/Psychiatric Evaluation

3. Have you previously had any special assistance for your learning difficulties? Check all that apply:

- Special education
- Medication
- Special diet
- Psychological counselling
- Psychiatric treatment/counselling
- Cognitive Behavioural Therapy (CBT)
- ADHD/Academic Coaching
- Tutoring
- Mindfulness Meditation
- Speech Therapy
- Occupational Therapy
- Other (Please specify): _____
- None

4. What types of strategies have you used to cope with your challenges?

- Reduced course load
- Medication
- Reducing other activities
- Tutoring
- Counselling
- Help from friends
- Help from family members
- Using adaptive technology
- Approaching teachers/instructors/professors for additional help
- Joining study groups
- Extensions
- Test/exam accommodations
- Other (Please specify): _____

5. Do you know if there was difficulty during your mother's pregnancy or childbirth? Check all that apply:

- Diabetes
- Pre-Eclampsia/Eclampsia
- Cord Around Neck
- Breech Delivery
- Premature birth
- Low birth weight
- Lack of oxygen at birth
- Don't know
- Other _____

6. Have you ever had a brain injury/concussion?

- No
- Yes

Date(s): _____

7. Is there any history of school difficulties in your family? (Please put an X in the appropriate box.)

	Mother	Father	Sibling(s)	Grand-parent(s)
Hyperactivity				
Trouble learning to read				
Trouble with arithmetic				
Trouble with writing				
Speech Problems				
Behaviour problems in childhood				
In trouble as a teenager				
Kept back in school				
Problems in social relationships				
Attention difficulties				
Motivational difficulties				
Mental health issues				

8. Did you enter the University of Toronto:

a. After attending another post-secondary institution? Yes No

b. Directly from high school? Yes No

9. Have you failed any course at any university to date?

Yes No

If yes, how many failed:

One course One to three More than 3

10. Have you been on academic probation/suspension in the past?

Yes No Don't know

11. Are you currently on academic probation/suspension?

Yes No Don't know

12. What do you perceive as the reasons for your learning difficulties? Check all that apply.

- Poor attendance at lectures
- Did not complete readings/classwork
- Difficulty understanding course material
- Time management difficulties
- Multiple competing deadlines
- Written assignments were difficult
- Difficulty with tests/exams
- Difficulty with Anxiety
- Difficulty with procrastination
- Difficulty with perfectionism
- Personal circumstance
- Financial Reasons
- Other _____

13. What do you perceive as your learning strengths?

14. How often do you miss going to lectures in a month?

- Once
- 5 or less times
- More than 5 times
- Most of the time
- Don't attend lectures
- Not applicable (e.g. graduate/independent study/on-line course)

15. What technology have you found helpful? (check all that apply):

- Did not use technology (go on to question #16)
- Use of a computer (Laptop)
- Tape recorder/digital recorder
- Voice-recognition software
- Text to speech software (e.g. Kurzweil)
- Word with Spell Check
- Speech to text software (e.g. Dragon Natural Speaking)
- Inspiration
- iPad
- iPhone and apps
- Livescribe/Smart Pen

16. Estimate your *present* competency for each of the following learning skills. Use a scale of:

1 = Poor, 2 = Average, 3 = Good, N/A = not applicable

Skill	Scale
Time Management	
Organizational Skills	
Concentration	
Note-taking	
Reading comprehension/ Comprehension of concepts	
Memory	
Spelling/Grammar	
Handwriting	
Essay writing	
Writing essay exams	
Writing multiple-choice exams	
Test review/ Preparation	

Skill	Scale
Controlling exam anxiety	
Giving oral presentations/ class presentations	
Science/Math problem solving	
Interpreting maps/charts/graphics	

17. Did you experience problems in any of the following areas at *elementary or high school*? Please check all that apply.

Problem Areas	Elementary School	High School
Reading		
Reading Comprehension		
Spelling/Grammar		
Handwriting		
Essay Writing		
Oral Expression (Finding the "right" word/difficulty expressing thoughts or feelings)		
Comprehending oral language		
Foreign language learning		
Math		
Memory		
Organizational Skills		
Time Management		
Left/Right confusion		
Social Skills		
Difficulty playing sports		
Hand/eye coordination		
Difficulty making friends		
Difficulty keeping friends		

Study Skills and Work Habits:

18. What kind of environment do you prefer to study in? Check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Silence | <input type="checkbox"/> With television/radio on |
| <input type="checkbox"/> In the library | <input type="checkbox"/> At a coffee shop |
| <input type="checkbox"/> In my room/home | <input type="checkbox"/> With others |
| <input type="checkbox"/> Alone | <input type="checkbox"/> Other _____ |

19. Do you experience any difficulty filtering out irrelevant information while studying?

- Yes No

20. Do you find that you are easily distracted while reading?

- Yes No

Time Management and Organization:

21. Do you use a daily and semester calendar?

- Yes No

22. Do you have difficulty budgeting time for completing long-term assignments?

- Yes No

23. Do you have trouble beginning assignments?

- Yes No

24. Do you have trouble remembering appointments and arriving promptly?

- Yes No

25. Do you have problems with nonverbal communication (reading body language and facial expressions, understanding sarcasm, and humour)?

- No
- Yes, elaborate please: _____
- _____

26. What types of situations are most difficult for you?

27. Have your learning difficulties interfered with any aspect of social or family life?

- No
- Yes, elaborate please: _____
- _____

28. Have your learning difficulties interfered with any aspect of employment?

No

Yes, elaborate please: _____

29. Do you currently have a paying job?

Yes No

30. Do you drive a car?

Yes No

31. Do you have any additional questions or concerns?
