## Role of Accessibility Services

Langara College is committed to providing an accessible and inclusive academic environment for students with disabilities. The primary role of Accessibility Services is to facilitate equitable access to courses, programs, and services for admissible students with disabilities. Our dedicated Accessibility Services team meets with self-identified students with disabilities to determine reasonable academic accommodations and arrange appropriate support services on a case-by-case basis.

### Some of the Services Available

1. Determine and facilitate/implement appropriate and reasonable academic accommodations (e.g. provide exam invigilation for students with approved exam accommodations).
2. Support in applying for StudentAid BC grant applications for equipment and specialized services funding.
3. Facilitate Assistive Technology training for exams and orientation to the campus Learning Technology Lab.
4. Referrals to College resources.

## Differences Between Secondary School and Post-Secondary

| **Category** | **Secondary School** | **Post-Secondary** |
| --- | --- | --- |
| **Government Ministry Responsible** | Ministry of Education | Ministry of Post-Secondary Education |
| **Disability Identification** | School identifies students with disabilities | Students with disabilities self-identify to Accessibility Services |
| **Academic Accommodation Decisions** | Parents/guardians/teachers and other school staff make decisions | Decisions are made by Accessibility Services in consultation with the student based on relevant information, including medical documentation and course considerations |
| **Learning Supports** | Instruction and classroom support, plans, and adaptations are based on Individualized Education Plans (IEPs) | Academic accommodation plans are designed to provide equitable access. Learning supports received in secondary school may or may not be available |
| **Curriculum Modifications** | Modifications are based on Individualized Education Plans (IEPs) | Modification to admission criteria and essential requirements of a course or program are not available |
| **Advocacy** | Parents, students and school officials advocate for students | Students are responsible for their own advocacy |

## College Expectations

1. Students who attend post-secondary are considered independent adults and are expected to:
   1. act as their own advocate and be solely responsible for accessing the services they need.
   2. communicate directly with Accessibility Services, instructors, and staff.
2. College employees are not permitted to discuss personal and confidential information with parents or another third party.

## Student Responsibilities

Students requesting academic accommodations must register with Accessibility Services, provide appropriate medical documentation, and adhere to procedures outlined in **E1005 – Academic Accommodation for Students with Disabilities Procedures** and published deadlines.

### Steps:

1. Book an intake appointment, **preferably at least three (3) months prior to the start of the semester:**
   1. Submit a **Public Accessibility Services Application Form** from our website.
   2. Call 604-323-5509, email [accessibilityservices@langara.ca](mailto:accessibilityservices@langara.ca), or drop by the office in B146 to schedule your appointment.
2. Provide appropriate medical documentation.
3. Follow processes outlined in the E1005 Procedures and instructions given by Accessibility Services staff to access approved accommodations each semester.

#### How to Prepare for the Intake Appointment

1. If you wish to have a parent or supporter attend your intake appointment, please notify reception at the time of booking.
2. If you require a Sign Language Interpreter, please notify reception at the time of booking. Accessibility Services will arrange one for you.
3. Visit our website for documentation information:
   1. If you have current medical documentation, bring it with you.
   2. If your documentation is outdated or does not meet criteria, consult the Accessibility Services Consultant at the intake.
   3. If you are unsure what documentation to get, consult the Accessibility Services Consultant before obtaining it.
   4. If you are a student with a Learning Disability/Specific Learning Disorder and your report is outdated, check with your school about your eligibility to obtain an updated psycho-educational assessment.
4. Please be prepared to discuss any functional limitations you currently experience or have previously experienced in an educational setting.

## Timelines

Steps to ensure a smooth transition to post-secondary:

### Grade 12

* Browse the Langara website and check out the programs.
* Connect with an advisor, take a campus tour, or join an information session.
* **Apply to the College.**
* **Book an intake appointment with Accessibility Services.**
* Schedule placement or diagnostic tests if required. Check with an Accessibility Services Consultant to find out if you qualify for exam accommodations for diagnostic tests.
* Register for courses.
* Visit Langara Financial Aid and/or StudentAid BC for loan, grant, and bursary funding eligibility and applications. Ask your Accessibility Services Consultant about funding for specialized equipment and services through StudentAid BC.
* Pay your fees.
* Attend New Student Orientation.

### First (and every) Semester

* **Submit a** **Semester Request** for any approved academic accommodations via the Accommodate student portal by the **published deadline** (usually the second Friday of the start of the semester).
* **Obtain Accommodation Letter** via the Accommodate student portal:
  + Review and sign the Student Responsibility Form
  + Review the guidelines for applicable academic accommodations
* **Provide Accommodation Letter** to instructors immediately upon receipt and set up an appropriate time to review the implementation of your academic accommodations.
* **Book approved exam accommodations** according to **deadlines:**
  + Check the website or Accommodate student portal for deadline information each semester.

## How Can Parents and Supports Help?

As the role of the student changes upon attending post-secondary, so does the role of parents and supporters. It is important to remember that all students at Langara College are treated as independent adults. It is ultimately the student’s decision to access and request services. Some ways parents and supporters can help a new Langara student:

1. Attend the College’s Parent and Supporter Orientation.
2. Encourage your student to connect with campus services and activities.
3. Promote decision making. Provide support and understanding for your student as they develop their own educational goals.
4. Provide support and encouragement as your student navigates through the exciting and often stressful transition to, and first semester in, post-secondary education.

Check out our website for more information and the most up-to-date information.