



SERVICE GUIDE

Centre for
Students with
Disabilities



SERVICE GUIDE

Centre for
Students with
Disabilities
(CSD)

A R T is never finished,
only abandoned.

— Leonardo da Vinci

The W O R K goes on, the
C A U S E endures,
the H O P E still lives and the
D R E A M S shall never die.

— Edward Kennedy

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ABOUT THE CSD

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1. What is the CSD?

The Centre for Students with Disabilities (CSD) is an on-campus academic support service for students with disabilities. The CSD is a confidential self-referral service.

2. Who do we support?

OCAD University students with temporary and permanent disabilities, including, but not limited to:

- i. Acquired Brain Injury
- ii. Attention Deficit-Hyperactivity Disorder
- iii. Chronic/Medical/Systemic Conditions
- iv. Deaf, Deafened, Hard-of-Hearing



- v. Learning Disabilities
- vi. Low Vision, Blind
- vii. Mobility/Functional Disabilities
- viii. Mental Health Disabilities

3. Advantages to registering with the CSD

- i. Access to appropriate academic accommodations and supports
- ii. Learning skills development
- iii. Safe, non-judgmental and confidential setting

I. REGISTRATION

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1. How do I register with the CSD?

- i. Call (416) 977-6000 extension 339 to book a registration/intake meeting, or come in to the CSD located in the Student Centre on the 2nd floor of 51 McCaul Street to make an appointment.
- ii. Bring any medical and/or psychoeducational reports to the registration/intake meeting. A copy of our medical documentation is available on our website:

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<http://www.ocad.ca/students/disability_services/services_programs.htm>

- iii. During the registration/intake meeting, an accommodation plan will be determined, indicating what types of academic accommodations you will be able to receive.

2. Not sure if the CSD is for you?

Come meet with one of our staff members to find out more information about the CSD and to discuss what academic supports may be available to you.



2. ACCESSING ACCOMMODATIONS

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1. What is a Faculty Notification letter?

- i. The Faculty Notification Letter states that you are registered with the CSD and identifies the appropriate academic accommodations that have been approved.
- ii. Instructors are not automatically notified that you are registered with the CSD. Each term you will need to fill in a Faculty Notification Letter Request form to request a Faculty Notification Letter be sent to your instructor(s) and TA's.
- iii. By signing this form, you are giving the CSD permission to send the Faculty Notification Letters to your instructor(s).

2. Where do I get a copy of the Faculty Notification Letter Request Form?

- i. You can download it from the CSD webpage:

<http://www.ocad.ca/students/disability_services/services_programs.htm>



- ii. Hard copies are available in the CSD reception area.

3. Can I receive assistance with completing the academic accommodation request form?

We can help—please contact your primary CSD advisor or call reception at (416) 977-6000 ext. 339 to schedule an appointment.

4. When should I request test/exam accommodations?

- i. Review your syllabus at the beginning of each term to determine when to request accommodations.
- ii. We require a minimum of two (2) weeks notice for test/exam accommodations.

5. How do I arrange exam accommodations with the CSD?

- i. The test/exam accommodation form needs to be completed **at least 2 weeks prior** to the test/exam in order to guarantee accommodations.
- ii. Exam accommodation request forms are available at the CSD or can be downloaded

from our website and submitted in person or electronically:

<http://www.ocad.ca/students/Disability_services/services_programs/exam_accommodation.htm>



- iii. We recommend that you remind your instructor in the class prior to the test/exam of your intention to write the test/exam at the CSD.
- iv. As with all university exams, you will not be permitted to have bags, backpacks, cell phones, PDA's, or any other aids (unless specified by the instructor) with you in the exam room.

6. What do I need to do on the day of my exam?

- i. An email will be sent to your OCADU student email address to notify you of the room and the time of the exam.
- ii. Come to the CSD office, or if notified otherwise to the room indicated in the email, at least 15 minutes prior to the start of the exam.
- iii. Please bring your OCADU student identification card with you to the test/exam.





3. NOTE TAKING

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1. Who is eligible for notetaking support?

- i. Students who have notetaking support recommended in their medical/psychoeducational documentation.
- ii. Students for whom it has been determined by CSD staff that is an appropriate accommodation.

* Important! Notetaking support is not meant to replace your own notetaking or attendance in class. *

2. How do I request notetaking support?

- i. Fill out a Notetaking Request form.
- ii. A hard-copy is available at the CSD office.
- iii. Download a notetaking request form from the CSD webpage:



<http://www.ocad.ca/students/disability_services/services_programs/notetaking.htm>

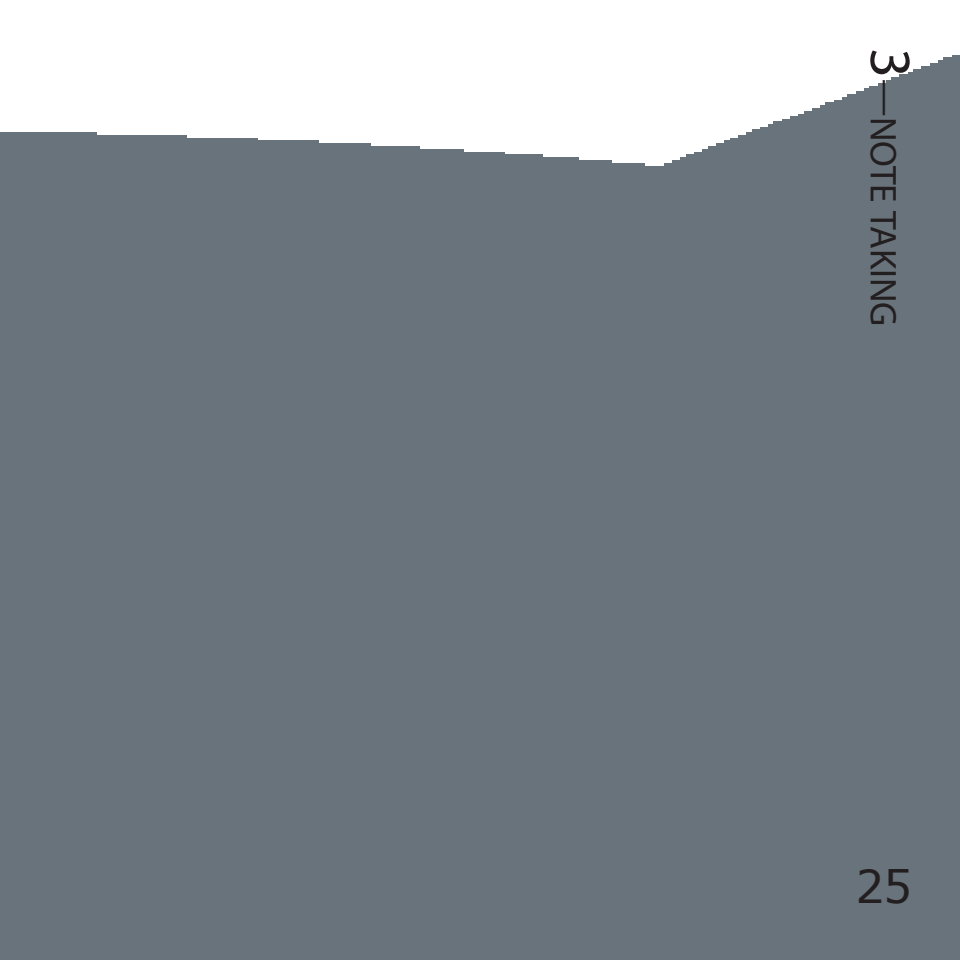
- iv. Deliver the completed form to the CSD prior to the start of term.
- 3. Who will contact my instructor(s) about my notetaking accommodations?**
- i. The CSD will notify the instructor(s) via email indicating the need for a notetaker to be present in the class.
 - ii. Some instructors will post their notes on MyCourses or PodCast their lectures, which for many students may alleviate the need for notetaking support. This will be discussed with the student before notetaking is approved.

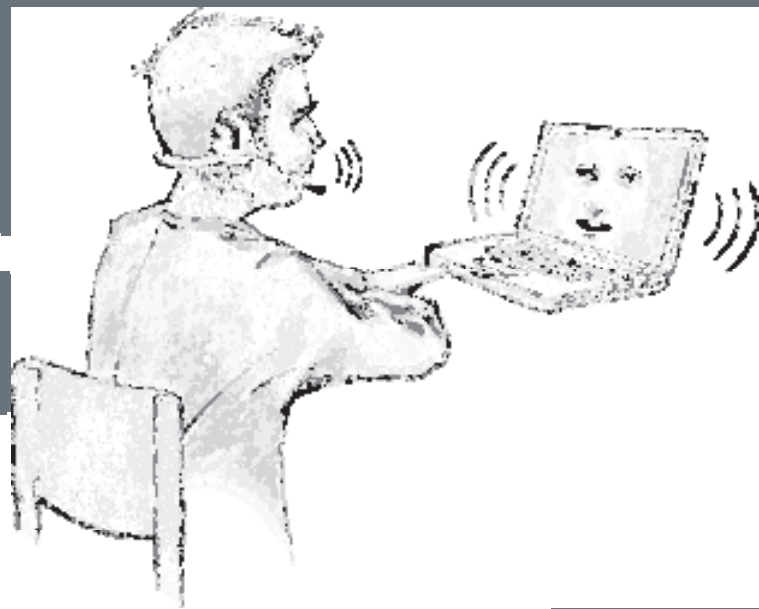
4. What do I do if I change my schedule?

- i. Notify the CSD (416) 977-6000 extension 399 immediately if you no longer need notetaking support for a specific class.
- ii. We cannot guarantee notetaking support for late requests. Other options include obtaining notes from a peer or friend in the class.

5. How will I receive my notes?

- i. All notes are passed directly from the notetaker to the student via the student's OCADU email.
- ii. You will receive your notes 24 hours from the end of class.





4. ASSISTIVE TECHNOLOGY & BURSARY FOR STUDENTS WITH DISABILITIES (BSWD)

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1. What is “Assistive Technology” (AT)?

- i. There are various computer programs and assistive devices, which aid in reducing barriers for language acquisition, comprehension, writing process, time management and brainstorming.

2. How do I know what kind of AT will help me?

- i. Meet with one of the Assistive Technologists at the CSD to assess your needs.

3. What will happen during my appointment?

- i. We will conduct a needs assessment,

which will help the Assistive Technologist identify your strengths and areas of challenge in your studies based on your disability.

- ii. The Assistive Technologist will discuss with you the possible assistive technologies that may ameliorate challenges with your disability.

4. What AT is available?

- i. PDA's
- ii. FM system
- iii. Text-to-speech software
- iv. Inspiration 8
- v. Speech-to-text software



5. What is the Bursary for Students with Disabilities (BSWD)?

- i. It is a bursary provided by the Federal and Provincial Governments to assist with financial costs associated with the provision of disability-related academic accommodations.
- ii. It is a non-repayable bursary for full and part-time students.

6. Who is eligible for BSWD funding?

- i. Students who are OSAP eligible and have a documented disability.

7. How do I apply for the BSWD?

- i. You must first be approved for OSAP, then you will meet with your CSD advisor.

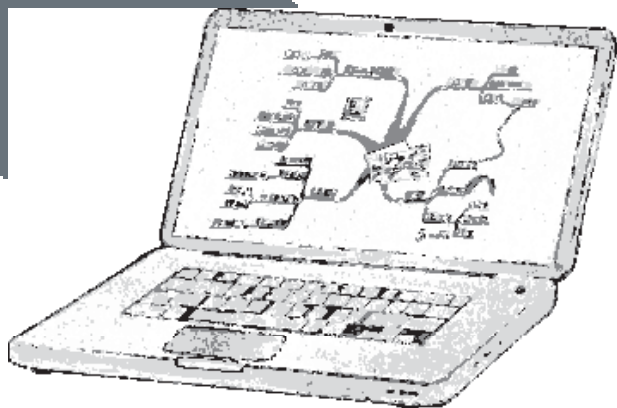
- ii. Funding cannot be accessed until OSAP eligibility has been confirmed and the Confirmation of Enrollment form is signed with the Financial Aid Office.

8. What if I am not eligible for OSAP?

- i. Come to the CSD to discuss your options.

9. What do I do once I am approved for OSAP?

- i. Book an appointment with one of our Learning Strategists/Assistive Technologists.



5. LEARNING STRATEGIES

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1. What are “Learning Strategies” (LS)?

The cognitive approaches used to acquire, access, organize and use knowledge. Learning strategies ranges from techniques for active learning, improved memory, problem solving, reading, studying and test-taking strategies. Learning strategies enables the learner to reach academic goals in an optimal manner.

2. Who is eligible for LS support?

Students registered with the CSD will be referred to a Learning Strategist by the Disability Counsellor.

3. How can LS help me?

- i. We can help you understand your disability, and the impact on learning, as well as:
 - a. Time management skills
 - b. Study preparation
 - c. Notetaking strategies and approaches
 - d. Memory strategies
 - e. Stress management

4. How do I book an appointment with a Learning Strategist?

Speak to the Disability Counsellor at the CSD to request an appointment to meet with a Learning Strategist.

6. COUNSELLING SUPPORT

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1. What kind of counselling support is offered by the CSD?

The CSD provides disability-specific counselling support in various ways:

- i. Advocacy and support
- ii. Disclosure coaching
- iii. Understanding your disability
- iv. Managing your anxiety
- v. Stress management
- vi. Workshops/groups



Resources

OCADU Disability Services Homepage

http://www.ocad.ca/students/disability_services.htm

OCADU Student Life

http://www.ocad.ca/students/campus_life.htm

OCADU Financial Aid Office/Financial Matters

http://www.ocad.ca/students/financial_matters.htm

OCADU Office of the Registrar/Records & Registration

http://www.ocad.ca/students/records_registration.htm

OCADU Health & Wellness

http://www.ocad.ca/students/health_wellness.htm

OCADU Learning Zone

http://www.ocad.ca/library/learning_zone.htm

OCADU Writing Learning Center

<http://www.ocad.ca/students/wlc.htm>

Ontario Student Assistance Program (OSAP)

<https://osap.gov.on.ca>

Learning Disabilities Association of Ontario (LDAO)

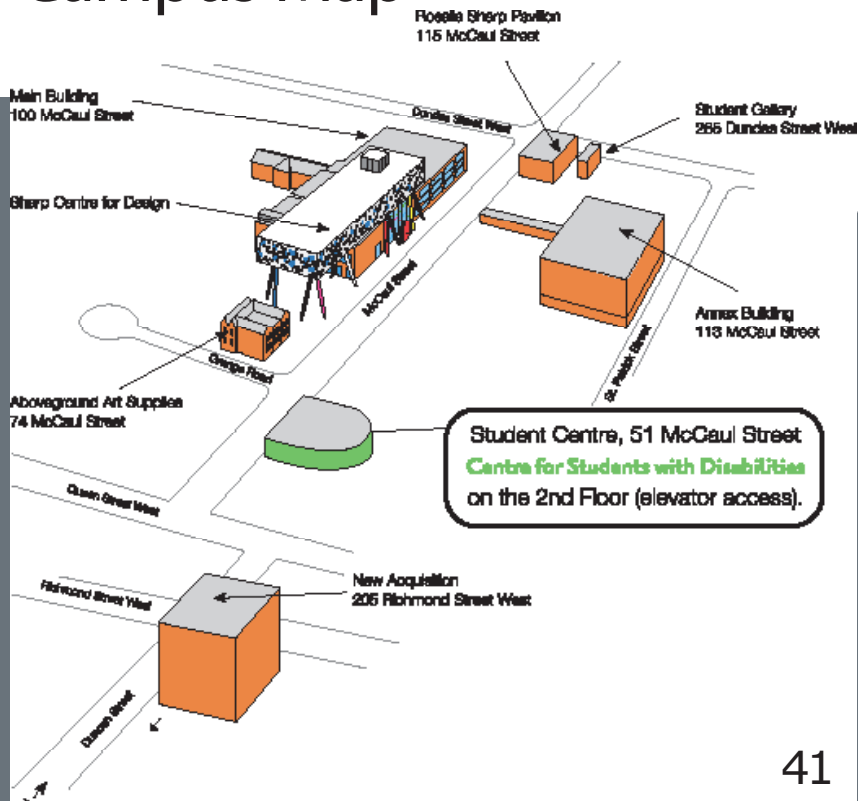
<http://www.ldao.ca>

Canadian Mental Health Association

<http://www.cmha.ca>



Campus Map



{ MY } SCHEDULE

MONDAY

TUESDAY



MONDAY

TUESDAY





important dates & deadlines:

http://www.ocad.ca/students/dates_deadlines_2010.htm

WEDNESDAY



THURSDAY



FRIDAY



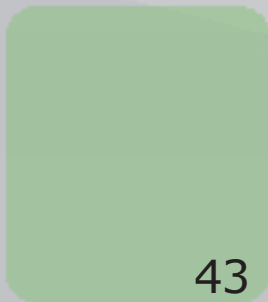
WEDNESDAY



THURSDAY



FRIDAY



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