

Arranging for Accommodations

Registering with Accessibility Services

1. If you are a student with a disability, contact the Accessibility Services Coordinator via email at twatkins@mhc.ab.ca
2. Provide medical documentation, a Psycho-Educational Assessment, or other documentation of your disability(s) from a qualified professional confirming;
 - a diagnosis,
 - permanency of disability,
 - an explanation of how your disability(s) interfere with your learning
 - recommendations for academic supports.
3. Be aware of timelines for applying for **government grants** (approval can take up to 8 weeks).
4. Be aware of timelines for **alternate (audio) format of textbooks**. Students must purchase the hard copies of textbooks and provide our Assistive Technologist with the receipts before the audio version can be accessed from the publisher.
5. Be aware of timelines for **exam accommodations**. Students must schedule all quizzes and exams with the Accessibility Services Office according to the timeline on the exam scheduling chart found on page 12 of this handbook. Failure to do this **will result in the accommodation being denied for that exam.**
6. **Letters of Introduction (LOI)** will be emailed to your “mymhc” email account at the beginning of each semester. These letters outline what academic accommodations you have been approved for in the classroom. The most common being exam accommodations. For **each class**, students must:
 - a. Complete the required information at the top of the letter
 - b. Email the completed Letter of Introduction to EACH instructor and cc the Accessibility Services Assistant (Sharon Frederick) at sfrederick@mhc.ab.ca
 - c. A signed copy must be emailed to the Accessibility Services Assistant before exam accommodations can be accessed.
 - i. ***Email the Letters of Introduction to instructors within the first two weeks of the commencement of classes or within two weeks of receiving the accommodations for each class you are registered in.***
 - ii. ***Instructors cannot follow through with exam accommodations until they receive and review the Letter of Introduction.***

7. **Meet with your instructors within the first two weeks** of classes during the instructor's office hours that are listed on the course outline. Introduce yourself, and discuss how your disability or condition affects your studies and the accommodation(s) that may be necessary.
8. **Activate your student email account. All correspondence from the Accessibility Services Office will occur via the Medicine Hat College student email account.** Notices, updates, requests, etc. will come from the Accessibility Services Office through your student email account.

Ongoing Arrangements

- ❑ Contact the Accessibility Services Coordinator when needed (at least once per academic semester). Sending an email to twatkins@mhc.ab.ca will result in the quickest response.
- ❑ As needed, contact the Accessibility Services Coordinator to discuss your progress as well as any revisions necessary in your current accommodations and supports.
- ❑ If you have arranged for academic accommodations, email the Letters of Introduction to each instructor within the first two weeks of the commencement of classes. Email a signed copy to the Accessibility Services Office.
- ❑ Contact the Accessibility Services Coordinator if you have any concerns or you are facing any barriers to your academic success.
- ❑ Students requesting accommodations midway through an academic term will be assisted on an individual basis, as resources permit.