



Accommodated Learning Centre
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Accommodated Learning Centre

How to Register Step-by-Step Guide

The Accommodated Learning Centre provides specialized supports, services, technologies, and accommodations to students with documented permanent disabilities, chronic physical and/or mental health conditions. Documentation must be written by a qualified health care practitioner including a Physician, Psychologist, Psychiatrist or Medical Specialist.

Step 1: Collect your documentation

Documentation of Permanent Disability should include the following for the most comprehensive accommodation plan:

- Diagnosis (**including any DSM codes**) and Prognosis
- Severity and Frequency of symptoms
- Impact to Academics ***
- Recommendations for support (exam accommodations, in class supports, services and technologies)
- This must be dated and signed by an appropriate health care practitioner on official letterhead or clinic stamp.

1. If you are interested in applying for grants and/or funded supports, the Government requires detailed documentation of disability.

2. If you are interested in registering for exam accommodations only, you may submit your High School IPP/IEP, or Physician's note for screening of eligibility.

✓ **YES, I have it available:** Please continue to Step 2.

✓ **YES, but I would need to request it:** ***The ALC does not request documentation from other institutions on behalf of students; Therefore, please contact the institution directly to retrieve your documents. Once retrieved, proceed to Step 2.*

X NO: Please email alc@uleth.ca as we may be able to refer you to other supports within the University of Lethbridge.

Step 2: Complete the ALC Student Intake Form & ALC Consent Form.

- These forms can be found under our "**Resources**" tab on the **Forms** page on our website or you can request them by emailing alc@uleth.ca.
- Both forms contain two pages. If you are unable to use the fillable version, please print, complete, scan/take a legible photo of both pages separately.
- For fillable version: Save a copy of the form to your desktop and rename document using your Last Name, First Name.

Step 3: Submit your Documents

- Please email alc@uleth.ca with your inquiry, and to request the **ALC Submission Form Link**.
- Upload your documentation, Intake Form & Consent Form using the ALC Submission Form Link. ***This link is encrypted and provides more security for the transfer of personal information.***
- Please note: We do not recommend submission of private and confidential disability or health related documentation via email as it is not a secure means of transmission.
****Please do not email, mail, or fax any documents****
- Your Uleth email address is required to use this Submission Form Link

Step 4: Documentation Review by the ALC

- Once your documents have been submitted, they will be screened for eligibility of services.

Step 5: Schedule a New Student Intake Appointment

✓ Screened & Approved:

- You will receive an email from our Services Coordinator inviting you to book a New Student Intake Appointment with our Learning Specialist.
- Students can anticipate an appointment within two weeks provided they have documentation available.

X Screened & Insufficient:

- You will receive an email from our Services Coordinator requesting updated documentation.

Step 6: Registration (eligible students)

- Registration and setup is a detailed process. Students can anticipate Letters of Accommodation to be emailed to instructors within two business days, once the ALC Policy Form is signed and submitted.
- Please note: Students will not be able to access exam accommodations until after setup is complete. Same day or next day exam bookings will not be possible. An Intake Appointment **MUST** be completed with the ALC prior to any accommodations being put in place.