University of Lethbridge

Accessible Learning Centre (ALC) How to Register Guideline

To register for services through the Accessible Learning Centre (ALC), please follow these steps:

Step #1 Gather Documentation

Accessible Learning Centre provides services and support for students with permanent disabilities or chronic health conditions.

You need documentation from a qualified health care practitioner. This can be a Physician, Psychologist, Psychiatrist, or Medical Specialist.

For a comprehensive accommodation plan, your documentation of permanent disability should include:

- Diagnosis **(with DSM codes)**
- Prognosis
- Severity and frequency of symptoms
- Impact on academics
- Support Recommendations
- Documentation must be signed and dated on official letterhead or with a clinic stamp

Support recommendations may include:

- Exam accommodations
- In-class supports
- Services
- Technologies

Determine your needs:

1. To apply for grants or funded support, you need detailed documents.
2. To apply for exam accommodations, you may submit your High School IPP/IEP or a doctor's note. For eligibility screening.

3. To apply for grants, funded support and exam accommodations you need detailed documents.
4. If you lack documentation, you may ask your medical practitioner to fill out our External Confirmation of Disability Form. It may be used as a guide for their letter.

Simplify this step by printing this document to bring along to your appointment

Step #2 Completion of Student Intake Form and Consent Form

1. **Download and save the forms**

- Windows/macOS: Click here to download the **Student Intake** PDF form and Click here to download the **Consent** PDF form.
- Save As: Before filling it out, save the form to your computer by right-clicking the link and selecting "Save link as…". Rename the file to include your full name (e.g., Lastname_Firstname.pdf

2. **Fill out the forms**

Using Adobe Acrobat Reader (Windows/macOS):

- Open the PDF in Adobe Acrobat Reader.
- Enable Editing: If prompted, click "Enable Editing".
- Fill in Fields: Click on each field and type your information. Fields include personal details, contact information, and consent checkboxes.
- Signature: Use the "Fill & Sign" tool to add your signature.

Using Preview (macOS):

- Open the PDF in Preview.
- Show Markup Toolbar: Click the "Show Markup Toolbar" button (a toolbox icon).
- Fill in Fields: Use the "Text" tool to click on each field and type your information.
- Signature: To add a signature, click the "Sign" button, then follow the prompts to create and insert your signature.

Forms MUST be signed. If you cannot sign electronically, please print and sign by hand

Step #3 Share your submissions through the ALC Submission Form Link

- Please upload your documentation, Student Intake Form, and Consent Form using the ALC Submission Form Link. This link is safe for sharing personal information.
- You must have an active Uleth account and be signed into that account to access the Submission Form Link.
- ***It is not advised to submit private and confidential health-related documents via email, as it is not secure.***
- We do not accept documents by mail or fax.

Step #4ALC Screening Process

- Once you submit your documents, we will screen them for eligibility.

Step #5 What to Expect?

Screened and Approved:

- You will receive an email from our Services Coordinator. It will invite you to book a New Student Intake Appointment with one of our Learning Specialists.
- You can expect your appointment within a two-week period if your documents are ready.

Topics for Appointment Discussion:

- Review of previous successful accommodations
- Review of documentation recommendations
- Discuss exam booking process if needed
- Discuss funding process if applicable

Screened and Insufficient:

- You will receive an email from our Services Coordinator asking for updated documentation. (refer to **Step 1** to determine your needs)

Step #6 Final Steps for Registration (After Intake Appointment)

1. The ALC will send the Policy Form to the student via DocuSign. (access through your Uleth email account)
2. The student must sign the Policy Form. Then, submit it to finish registration.
3. Once received, Letters of Accommodation will be sent to instructors based on the information in the signed form
4. Exam booking will then become available.
5. The Exam Coordinator will send a welcome email. It will include instructions for scheduling exams.

Please note: *Students will not be able to access exam accommodations until after registration is complete. Same day or next day exam bookings will not be possible.*