AccessAbility Services

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Agenda

• About AccessAbility Services
• A Typical Appointment
• Faculty Notification Letters
• How AAS Advisors intersect with Academic Advisors
• Recent Initiatives to Enhance Collaboration
• Identified Gaps
• Group discussion
• Resources
The Duty to Accommodate:

Post-secondary Institutions “must ensure that their facilities and services are accessible, that appropriate, effective and dignified accommodation processes are in place, and that students who require accommodations because of their disabilities are accommodated to the point of undue hardship...Educators at the post-secondary level are responsible for participating in the accommodation process....” (OHRC, 2016)
AccessAbility Services works in partnership with the university’s administrators, faculty, and staff to achieve our legal duty to accommodate.

We achieve this by designing and implementing accommodations that supports a student’s right to access, and participate in, a chosen field or program.
About AccessAbility Services

Mandate:
• Collect & Evaluate Documentation to ensure validity and to understand impacts on academic demands
• Develop Individualized AccessAbility Plans and facilitate student accommodations
• Support the Instructor-Student Relationship

Accountable for:
• Supporting the instructor’s/department’s duty to accommodate
• Balancing academic integrity with human rights
• Identifying legal risks
Typical Appointment

Student applies and submits documentation using online system

Intake Advisor reviews documentation determines eligibility (1-20 business days)

Student attends New Student Advising and Registration appointment

Services Appt.

Term check-in with Advisor

Bursary Appt.

Learning Strategy Appt.

Assistive Technology Appt.
Typical Appointment

Student applies and submits documentation using online system

Intake Advisor reviews documentation determines eligibility (1-20 business days)

Student attends New Student Advising and Registration appointment
Typical Appointment

Student attends New Student Advising and Registration appointment

- Review privacy and confidentiality
- Review eligible accommodations to establish personalized accommodation plan
- Discuss importance of term check-in and checking in with any changes

- Review process for requesting accommodations and booking exams
- Review roles and responsibilities and other key information
- Book follow up appointments/Referrals as appropriate
Typical Appointment

Student applies and submits documentation using online system

Intake Advisor reviews documentation determines eligibility (1-20 business days)

Student attends New Student Advising and Registration appointment

Faculty Notification Letter (Email)
Faculty Notification Letter

• Accommodation Information
  • Student name
  • Course code
  • Classroom and testing accommodations

• Additional Information:
  • if accommodation interferes with essential component of a course
  • testing information (testing agreement)
  • Online tests administered through LEARN

• Resources
• Contact information
Faculty Notification Letter

- **Alternative Testing**
  - *24 hours required between exams*
    If a conflict arises, student will contact AccessAbility Services a) within the first month of the term for term-tests, and/or b) before last drop date of the term for final exams.

- **Extra Time: 60 mins/hr**
  Student will be provided with an additional 60 minutes for every hour of test writing. Exam Centre will facilitate this accommodation.

- **MS Word**
  Basic word processing. Exam Centre will facilitate this accommodation.

- **Scribing Support**
  Exam Centre staff will take dictation from a student who is unable to type, write, or use voice dictation software. AccessAbility Services may contact instructor if a subject matter scribe is required.

- **Zoom Text Software**
  Screen Magnifier. Exam Centre will facilitate this accommodation.

- **Classroom Accommodations**
  - **Audio record lecture**
    Students may use approved audio recording device to capture lecture content for personal use. A User Agreement between the University and the student will held by AccessAbility Services.

- **Notetaking Services**
  - **Notetaking**
    Instructors or the department are asked to help recruit volunteer note-takers. AccessAbility will email instructors with further information if applicable.
How ASS Advisors Intersect with Academic Advisors

- Accommodation disputes/Non-compliance
- Complex cases
- Retroactive accommodations
- Petitions
- Deferrals
- Return to school planning
- The implications of accommodations on program (e.g., reduced course load)
- Determining essential requirements of a course/program
Recent Initiatives to Increase Collaboration

- Pilot: Advisor cc on Faculty Notification Letter
- Implemented technology for accommodations facilitated by advisors in satellite sites
- Note-taking collaboration
- Imbedding AAS Advisors with Advisor events (coffee chat/conference)
- Exploring: accommodations and connections with co-op advisors
- Increased involvement with petitions
- Exploring: faculty specific advisors
- Ongoing relationship building
Identified Gaps

- Graduate students
- International students
- Transition planning (e.g., new disability diagnosis, internal-transfer)
- Suspected disabilities
Discussion

• What is the biggest challenge you are facing that AccessAbility Services can help you with?
• What are the main issues that you see or hear related to AccessAbility Services?
• How can AccessAbility Services better support you in your role?
Resources

- https://uwaterloo.ca/accessability-services/
- Faculty Tab
  - Exam Process
  - Accommodations
  - Accessibility Tips
  - Accommodation Resource for Instructors
  - Tips and Scripts for Supporting Students with Disabilities in the Classroom or Lab
  - Roles and Responsibilities
# Breakout # 2

<table>
<thead>
<tr>
<th>Title</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Advising first year students</td>
<td>Main Hall</td>
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<tr>
<td>Graduate roundtable</td>
<td>Multipurpose Room</td>
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<tr>
<td>ASIS – student note sharing system</td>
<td>Meeting Room</td>
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