PMC 101 2021

SCREEN USER FRIENDLY VERSION

# SLIDE 1

## PMC 101: An Introduction to PMC Services for New Students

## FALL 2021 ORIENTATION

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# SLIDE 2

## Overview

* PMC staff
* Our mandate
* Integrated model – Shared responsibility
* Academic accommodations
* Accessing accommodations – 4 easy steps
* PMC support services
* Campus services for students with disabilities
* Financial resources
* Tips for a successful transition

# SLIDE 3

Visual description: A picture of the PMC staff taken in the PMC boardroom on the 75th Anniversary of Carleton University. There are 17 people in the picture, most of them are standing, and two are sitting holding the 75th anniversary sign.

# SLIDE 4

## PMC Mandate – 3 Pillars

1. Individualization: To provide individualized academic accommodations and support services while maintaining standards.
2. Independence: To provide student development opportunities to foster independence, resiliency, and autonomy in university and beyond.
3. Integration: To foster the integration of students with disabilities into all aspects of the Carleton community.

# SLIDE 5

## Paul Menton Centre Mandate – How

### Accommodations

* Test/exam accommodations
* Classroom accommodations
* Transcription Services
* Attendant Services

### Student Development

* Learning strategies
* Assistive technology
* Disability Counselling
* Employability

### Carleton Supports and Policies

* Regulations, policies, procedures
* Centre for Student Academic Support
* Health & Counselling Services
* FITA
* Student Affairs

# SLIDE 6

## Integrated Model – Shared Responsibility

Visual Description: A diagram showing PMC as a circle in the middle, surrounded by a ring of overlapping circle, each with a campus partner and/or service with whom the PMC works to support students with disabilities. These partners and services include:

* FITA - Regular one-on-one mental health support.
* READ Initiative - Collaborate on accessibility and employment initiatives.
* Faculty - Shared responsibility in provision of Academic accommodations.
* Library - Coordination of transcription & library services.
* Student Affairs - Co-manage mental health and conduct cases.
* Career Services - Employment initiatives for students with disabilities.
* Awards / Financial Aid Office - Administration of government grants & bursaries for students with disabilities.
* CUOL - Coordination of exam accommodations for distance PMC students.
* Attendant Services - 24 hr. attendant care for students with physical disabilities living in residence.
* SES/MEC - Coordination of accommodations for online and in-person   
  tests and exams.

# SLIDE 7

## Academic Accommodation Policy

* PMC is the designated department to coordinate academic accommodations
* Implementation of accommodations is a shared responsibility
* Students self-identify to PMC for accommodation services
* PMC coordinates accommodations with faculty and other student service departments
* Letter of Accommodation (LoA) – Formally communicates academic accommodations to professors
* For more information about the Policy: <https://carleton.ca/pmc/legal-policies-and-responsibilities/accommodation-policy/>

# SLIDE 8

## Appropriate academic accommodations:

* Help students access the curriculum and validly demonstrate learning.
* Level the playing field without compromising academic standards or essential requirements.
* Assessed and provided on an individual basis, based on the functional impairments a student experiences.
* NOT modifications to fundamental skills or knowledge.
* NOT intended to guarantee success for the student.

# SLIDE 9

## PMC Responsibilities

* Send LoAs each term
* Coordinate classroom accommodations
* Work with McIntyre Exam Centre for testing accommodations
* Provide learning support
* Service referrals
* Assist with accommodation problems
* Provide information, advice and resources

# SLIDE 10

## Student Responsibilities

* Request accommodation early every term
* Be open to try new or different accommodations
* Follow up with your professors after LoAs have been sent
* Advise your PMC coordinator of any accommodation problems
* Monitor your learning and mental health – seek support if needed
* Check your C-MAIL regularly

# SLIDE 11

## Professor Responsibilities

* Inform Teaching Assistants of students’ accommodation needs, if applicable.
* Discuss with students how academic accommodations will be implemented or arranged for in-person and online courses.
* Submit online test bookings to the McIntyre Exam Centre (MEC) if they need help providing accommodations for tests/exams to their students.
* Make an announcement in class or Brightspace for volunteer note-taker
* Work with PMC to provide classroom accommodations

# SLIDE 12

## Step 1: Meeting with PMC Coordinator

### Prepare

* Book appointment by contacting [pmc@carleton.ca](mailto:pmc@carleton.ca) or 613-520-6608.
* Review syllabi for course delivery method, evaluation types, deadlines etc.

### Discuss

* Accommodation needs, which can differ from course to course based on delivery method and evaluation type.

### Coordinator

* Sends LoAs to professors.
* Service referrals.
* Reviews accommodation procedures and responsibilities.

# SLIDE 13

## Letter of Accommodation (LoA)

Visual Description: An image of a sample letter of accommodation from the Paul Menton Centre. It includes the following information: issue date, student ID, student name, student number, email, name of PMC coordinator, course code, professor name. It indicates the list of appropriate classroom accommodations and the test/exam accommodations required by the student.

# SLIDE 14

## Step 2: Follow up with your professors

### Follow up with each of your professors, lab instructors or TAs

* Discuss the implementation of your accommodations
* Via email, virtual meeting, or in-person office hours

### For **ONLINE** courses, discuss:

* How extra time accommodations will be applied
* Making an announcement in class or Brightspace for a volunteer note-taker if you have this accommodation

### For **IN-PERSON** courses, discuss:

* Booking the MEC for tests that are scheduled in-person
* Classroom accommodations or medical emergency protocol, if applicable

You are not required to disclose the nature of your disability

# SLIDE 15

## Step 3: Monitor

* Monitor your academic progress and mental health during the term – advise your PMC coordinator of any problems with your accommodations.

## Step 4: Stay connected and engaged

* Check your C-MAIL regularly for communication from your professors, TAs, PMC, MEC, and other student services you are using.
* Your PMC Coordinator will send a check-in emails twice/term
* PMC will be posting a Newsletter every other week
* Follow us on Instagram – [@CarletonPMC](https://www.instagram.com/CarletonPMC/)

# SLIDE 16

## PMC Support Services

* Learning Strategy Support
  + Online modules
  + One-on-one LS appointments/sessions
  + Workshops
* Assistive Technology – exploration, training, support
* Disability Counselling & Coaching
* ADHD Support Group
* Virtual Study Pods

# SLIDE 17

## Campus Services for Students with Disabilities:

### **Career and Employment Services**

* + [Accessible Career Transitions (ACT) Advising](https://carleton.ca/act/accessible-career-transitions/)
  + [ACT to Employ](https://carleton.ca/act/act-to-employ/)

### **Library Accessibility Services**

* + [Transcription Services](https://library.carleton.ca/services/library-accessibility-services/transcription-services)
  + [New Sun Joy Maclaren Adaptive Technology Centre](https://library.carleton.ca/services/library-accessibility-services/adaptive-technology)

### [**McIntyre Examination Services (MEC)**](https://carleton.ca/ses/exam-accommodations/)

### [**Attendant Services Program**](https://carleton.ca/attendant-services-program/) **for Students with Physical Disabilities**

### [**Carleton Disability Awareness Centre**](https://www.cusaonline.ca/who-we-are/service-centres/cdac/) **(CDAC)**

# SLIDE 18

## Financial Resources

### [**Ontario Student Assistance Program**](https://carleton.ca/awards/osap/) **(OSAP)**

### **Awards & Financial Aid Office**

* + Information on [entrance bursaries](https://carleton.ca/awards/bursaries/entrance-bursaries/) and [bursaries for current or returning student](https://carleton.ca/awards/bursaries/returning/)s, and [bursaries for International students](https://carleton.ca/awards/bursaries/international/)
  + [Workstudy](https://carleton.ca/awards/students/) is a financial aid program to allow eligible students to work in part-time jobs on campus
  + List of [awards for students with disabilities](https://carleton.ca/awards/awards-for-students-with-disabilities/)
  + List of [awards for Indigenous students](https://carleton.ca/awards/awards-for-indigenous-students/)

### **Faculty of Graduate Studies & Postdoctoral Affairs**

* + Information on [external](https://gradstudents.carleton.ca/awards-and-funding/external-awards/), [internal](https://gradstudents.carleton.ca/awards-and-funding/internal-awards/) and [special](https://gradstudents.carleton.ca/awards-and-funding/special-awards/) awards for graduate students

### **National Educational Association of Disabled Students (NEADS)**

* + Disability Awards Database: [https://www.disabilityawards.ca](https://www.disabilityawards.ca/)

# SLIDE 19

## Tips for a Successful Transition

### **Get to Know**

* + Brightspace and each course syllabus
  + Your professors and teaching assistants
  + Campus resources to help support your academic, mental health, and social well-being

### **Participate**

* + In the social and extra-curricular aspects of university life

### **Reach out**

* + Know when to reach out to campus services and resources
  + Your PMC Coordinator can help you learn where to go and who to contact

# SLIDE 20

## Thank you for listening!

## ***Meeting deadlines is an important skill in university***

* Be mindful of deadlines in each academic term. Check out the [Registrar’s Office’s deadlines for 2020-2021](https://carleton.ca/registrar/registration/dates-and-deadlines/) on their website
* Request accommodations early each term.
* Keep track of your deadlines for assignments in the term. There are only 12 weeks of classes in a term. If you need help, ask your PMC Coordinator for a referral to a learning strategist for help with time management.

## **We are here to support you!**

* **Please stayed connected with your PMC Coordinator and other staff at PMC.**

**HAVE A GREAT YEAR!**