

PMC 101

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What is the Paul Menton Centre?

The Paul Menton Centre, or PMC, is the department on campus that coordinates the delivery of accommodation services to students with disabilities, in partnership with academic staff and other campus departments.



What does PMC help with?

**Academic
Accommodations
and Services**

**Learning and
Wellness
Support**

**Other Disability-
Related Matters**

Academic Accommodations

Academic accommodations are supports and services provided to help students access the curriculum and validly demonstrate learning.

They are intended to level the playing field without compromising academic standards or essential requirements in a course or program.

NOT modifications to fundamental skills or knowledge (essential requirements)
NOT intended to guarantee success for the student
NOT intended to make it “easier” compared to classmates

Registering with the PMC

You only need to do this once!

You will be assigned a
Coordinator

- This is your “go-to” person for accommodations and your disability-related learning needs/concerns.

Provide documentation of your
disability

- Documentation forms are available on our website.
- You can reach out to our front desk if you have any questions!
613-520-6608 or
pmc@carleton.ca

Ventus: Academic Accommodations Portal

The image shows a screenshot of the Carleton University Ventus Academic Accommodations Portal. The page is divided into two main sections. The left section is the main content area, and the right section is a detailed view of the login form.

Left Section:

- Carleton University logo and "VENTUS" header.
- Section: **PMC – Academic Accommodations**
- Text: "The PMC – Academic Accommodations Ventus portal will allow you to:"
- List of actions:
 - Submit medical documentation
 - Confirm exam participation
 - Select exam accommodations
 - Access letters and accommodation information
- Green button: "Login to the Academic Accommodations portal" with subtext "Log in with your Carleton credentials".
- Footer: "Questions? Contact PMC – Academic Accommodations. Call 613-562-5977"

Right Section (Login Form):

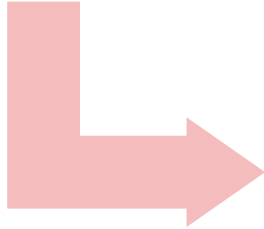
- Carleton University logo.
- Text: "Enter your *MyCarletonOne* username and password."
- Welcome message: "Welcome to the Carleton SSC Portal. Enter your *MyCarletonOne* username and password."
- Form fields: "Username" and "Password".
- Checkbox: "Keep me signed in".
- Blue button: "Sign in".
- Link: "Forgotten your Password?"

Annotations:

- A green box with the text "Click the green button to log in" has an arrow pointing to the green login button in the left section.
- A green box with the text "Enter your *MyCarletonOne* username and password." has an arrow pointing to the login form fields in the right section.

In Your Intake with Your PMC Coordinator

Your
Coordinator will
review your
documentation



Together, you
will:

Discuss the impact of your disability at school

Create your accommodations template in
Ventus

Review the course requirements for your
current courses (with information from your
course outlines re: tests/exams)

Determine appropriate accommodations and
supports for this term (considering both
disability-related need and essential course
requirements)

Academic Accommodations and Services

Academic Accommodations

- Test/exam accommodations
 - Online and in-person
 - e.g. Extra time, quiet location
- Classroom accommodations
 - e.g. audio record lectures

Services

- Volunteer supplemental notetaking service
- Referrals to transcription services
- ASL interpreting
- Captioning of multimedia materials
- Assistive technology training
- Tutoring support

Requesting Accommodations

You set up your accommodations with your Coordinator in your first term. In subsequent terms, if your template accommodations are meeting your needs, you may request your accommodations online through Ventus.



Each accommodation listed on your template will be either “self-serve” (pre-approved) or not.

Self-serve accommodations will be applied to your course as soon as you request them.

Your Coordinator will follow-up with you if you request accommodations that are not self-serve.

5 Easy Steps for Requesting Accommodations

- Login
 - Login to Ventus Student Portal using your MC1 credentials.
- Review
 - Review evaluation requirements for each course.
- Select
 - Select from your template **ONLY** the accommodations that are actually needed for each course.
- Meet
 - Meet with each professor or lab instructor to discuss applicability and implementation of accommodations. You are not required to disclose the nature of your disability.
- Contact
 - Contact your PMC Coordinator if there are any issues with your accommodations at any time.

Ventus: Accommodations Tab

The screenshot shows the Ventus user interface. At the top is a navigation bar with the following items: Dashboard, Profile, To-do list, Accommodations (highlighted), Exams, Letters, Transcriptions, Account activity, no-reply@carleton.ca, FAQ, and Logout. Below the navigation bar is the 'Course List' section. A light blue notification bar states: 'The deadline to select accommodations for the Winter semester is April 14th.' Below this is a 'Semester' dropdown menu set to 'Winter 2022' with a blue 'Go' button. A table lists the following courses:

ANTH2850 – Development & Underdevelopment
ARTH1201 – Hist & Theory of Arch 2
BIOL1104 – Foundations of Biology II
CHEM1001 – General Chemistry I
CHEM1002 – General Chemistry II
CHEM2204 – Organic Chemistry II

5 Easy Steps to Managing Your Test and Exam Accommodations

STEP 1:

- Verify your accommodations are accurate when you receive an exam notice from Ventus.

STEP 2:

14 days before each test/exam

- Make changes to accommodations or opt-out from test and exam accommodations.

STEP 3:

3 days before each test/exam

- Verify your exam and accommodation details in the Ventus Student Portal. You will receive a confirmation email with your exam accommodation information.

5 Easy Steps to Managing Your Test and Exam Accommodations

STEP 4:

- Report any discrepancies in accommodations to your PMC Coordinator.

STEP 5:

- Attend your test or exam on the scheduled date. Make sure to arrive 15 minutes early.

After Requesting Accommodations

Reach out to your professors, lab instructors and/or TAs to:

- Introduce yourself,
- Confirm that they can see you on their class list for accommodations,
- Discuss any questions or concerns you have about the course, and
- Discuss the implementation of your accommodations (such as extra time for online exams, booking the McIntyre Exam Centre for in-person exams, or classroom accommodations).

You are not required to disclose the nature of your disability.

Roles & Responsibilities

Your Coordinator will:

- Create your accommodations template in Ventus
- Approve your accommodations for each course, if necessary

Your professor will:

- View your classroom and exam accommodations in Ventus
- Submit a Notice of Examination (NoE) for each quiz, test, midterm, and exam

The McIntyre Exam Centre will:

- Make arrangements for accommodations (when professor requests it)
- Post your exam accommodation details in Ventus (3 days prior to exam)

McIntyre Exam Centre

- The McIntyre Exam Centre (MEC) managed by Scheduling and Examination Services is designed to provide services to both students and instructors at Carleton in order to meet a variety of accommodation needs during scheduled tests and exams.
- They have two main exam sites: Nideyinan Room 133 and Dunton Tower Rooms 701 - 704
- Exams at MEC: [Student FAQ](#)



McIntyre Exam Centre



Volunteer Notetaking Services – Four Easy Steps

Select supplemental notes under the accommodations tab

Under the courses/notes tab verify if volunteer notetakers have been assigned or recruitment is in progress.

Download notes under the my lecture notes column.

Contact the notetaking team if you have questions or if supplemental notes are incomplete.

i We are currently testing the "Notetaking" feature. Please note that this section is not ready for use in Ventus, and if you receive notes, please access them as usual from MyPMC.

Courses

General Information **i**

Semester [Refresh](#)

[+ Contact Notetaking Team](#)

Course Name	Accommodation Approved?	Volunteer Notetaker Assigned?	My lecture notes
NEUR2201 – Cellular and Molecular Neur – A view download history	Yes	Assigned	Notes
PHIL1301 – Mind, World, & Knowledge – A view download history	Yes	Recruitment in progress	Notes

Notes **i**

Learning and Wellness Support

Learning and wellness strategies

- One-on-one appointments and online modules to learn strategies to maximize effectiveness and efficiency

Assistive technology

- Explore various technologies and learn how to use them to improve academic performance

Psychoeducation and support groups

- ADHD, Anxiety, Procrastination, Grad Student Support/Writing, and Learning Strategies Workshop Series

Learning and Wellness Support cont.

Wellness counselling

- Supportive counselling for stress management, anxiety, managing symptoms of mental health

Mentorship

- Peer mentors offer support during the transition to university and throughout your academic career

Employability

- Support, resources, and opportunity for skills development specifically for students with disabilities

Other Disability-related Matters

Referrals

- New Sun Joy Maclaren Adaptive Technology Centre
- ACT
- Transcription services

Financial

- Navigating funding applications for equipment and/or services
- Disability-related scholarships/bursaries

Equivalent to full-time status

- Assistance with opting-in to medical benefits, and opting-in or opting-out of the UPass
- Residence

Liaise with Other Departments

- Promote accessibility
- Mediate
- Exam services

Opportunities to Get Involved at PMC!

Volunteer

- Notetaking
- Captioning
- Events
- Peer mentoring

Paid & For Credit

- Tutoring
- Scribing
- Computer notetaking
- Work study
- ACT to Employ
- Practicum placements
- Internships

Support, Social & Study

- ADHD Group
- Anxiety Group
- Procrastination Group
- Learning Strategies Series
- Grad Student Support/Writing Group

Follow-up with Your PMC Coordinator

Stay connected throughout the term

- Advise your PMC Coordinator of any problems with your accommodations right away.
- Monitor your academic progress and mental health during the term and reach out for help.

Stay Up-to-date

Check your Gmail regularly for communication from your professors, TAs, PMC, MEC, and other student services you are using

Your PMC Coordinator will send check-in emails

Live feed on PMC website

PMC's monthly newsletter

Follow us on Instagram – @CarletonPMC

Q&A: PMC 101