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The staff at the Paul Menton Centre (PMC) would like to extend a warm welcome to new and returning students. This handbook was created to assist you in understanding the procedures for arranging accommodations and finding out what support services are available to meet your needs.

DISABILITY SERVICES

An array of individualized academic accommodations and support services are available to students with disabilities who are registered at Carleton and meet specified documentation requirements. Visit the PMC website (www.carleton.ca PMC) for more information on documentation requirements.

Examples of disability-related academic support services offered by PMC:

- Test/exam accommodations
- Provision of sign language interpreters
- Assistance with meeting notetaking needs
- Library services through the Joy Maclaren Centre (JMC)
- 24/7 attendant service for students with physical disabilities living in residence; this service is also available to off campus students on a limited capacity
- Transcription of course material into alternative format (e.g. Braille, audio, enlarged print, e-text)
- Adaptive equipment loans (digital recorders, Alpha Smart keyboards, FM system)
- Accessible computer labs with learning software & adaptive technology (512 University Centre & JMC in the Library)
• Learning strategy information
• Evaluation of BSWD requests for assistive technology and educational support services (e.g. writing/content tutors, learning assistants, learning strategists, ADHD coaches) that are needed because of your disability at Carleton. You must be eligible for OSAP in order to qualify
• Screening and referral for assessment for suspected learning disabilities or ADHD
• Transition support for first year/new students through peer mentors and interns
• Liaison with instructors/departments to resolve problems
• Disability-related counselling
• Referral to trained writing tutors and learning assistants

ACADEMIC ACCOMMODATION POLICY

Carleton University has a human rights obligation to accommodate students with disabilities as outlined in Part III of its Human Rights Policies and Procedures. All members of the Carleton University community have a shared responsibility to ensure that students with disabilities are appropriately accommodated.

Academic accommodation refers to educational practices, systems and support mechanisms designed to accommodate functional challenges imposed by your disability needs. The purpose of accommodation is to enable you to perform the essential requirements of your academic program. At no time does accommodation undermine or compromise the learning objectives of a course or program.
INFORMAL APPEAL PROCEDURES

Students with disabilities who have been assessed by the Paul Menton Centre as requiring academic accommodation are advised to take their Letter of Accommodation to the course instructor during their office hours and obtain his/her consent for the accommodation by having them sign the Letter. This should be done as early in the term as possible and no later than the third week of classes.

Instructors who require further information concerning a student’s accommodation request are advised to contact the Paul Menton Centre directly rather than discuss the problem with the student, who may not be comfortable disclosing personal disability details to an Instructor.

Instructors are expected to act as expeditiously as possible in providing the student with a response concerning whether they will provide accommodation.

Usually, an Instructor’s response to the student’s accommodation request should occur within five working days of receipt of the student’s Letter of Accommodation.

If, following initial contact with the Instructor, the requested accommodation is not granted, the student may elect to contact the Paul Menton Centre and request that the Centre initiate an informal review of the decision. The informal review process is outlined in the following manner:

1. The student should ask the Paul Menton Centre to discuss the matter with the Instructor in order to clarify any possible questions that the Instructor may have concerning the accommodation request.

2. If, following consultation with the Instructor, the requested
accommodation is not granted, the Paul Menton Centre may, with the agreement of the student, discuss the accommodation request with the Departmental Chair or School Director responsible for the course and request him/her to intervene. The Departmental Chair or School Director may:

(1) Direct the Instructor to provide accommodation;
(2) Support the Instructor’s decision that the accommodation is not appropriate; or,
(3) Refer the matter to the Faculty Dean.

3. A) If, following consultation with the Departmental Chair or School Director, the requested accommodation is not granted, the Paul Menton Centre may, with the agreement of the student, discuss the accommodation request with the Faculty Dean (or designate) responsible for administering the course and request his/her intervention. Instructors who believe they have been directed by a Chair/Director to provide an accommodation they believe is unjustified may also appeal to the Dean (or designate). The Dean may:

(1) Direct the Instructor to provide accommodation;
(2) Support the Instructor’s decision that the accommodation is inappropriate; or,
(3) Refer the matter to the Academic Accommodations Appeal Committee.

3. B) In the case of a graduate student, the Faculty Dean shall consult with the Dean of Graduate Studies and Research prior to making a decision.

**FORMAL APPEAL PROCEDURES**

1. If the supported accommodation is not resolved during the informal review process, either party may appeal to the Academic Accommodations Appeal Committee. In response to pressing academic deadlines, students may by-pass the informal appeal process and request that the Paul Menton Centre make a formal appeal at any time.
2. The *Academic Accommodations Appeal Committee* (hereafter known as the “Committee”) consists of three Senate-appointed faculty members and is a Standing Committee of Senate. The Director of Student Affairs will serve as secretary to the Committee. A staff member from Equity Services will attend meetings to advise the Committee.

3. Appeal requests will be made to the Office of Student Affairs. The appeal request should state the grounds on which the appeal is based and provide supporting documentary evidence. Normally the case will be heard within five working days after receipt of the appeal request. The original decision will remain in effect until the appeal is completed.

4. Instructors involved in these student appeal cases must present their expectations of competencies for the course as articulated in the course outline and their reasons for denying the student’s accommodation request based on these course competencies. Instructors may present their case in writing to the Committee or may make their presentation in person at the Committee meeting. A representative from the Paul Menton Centre will present the student’s case based on:

   (1) An assessment of the student’s disability;
   (2) An understanding of the Institution’s Human Rights obligations; and,
   (3) An understanding of the Instructor’s course requirements.

5. Instructors who wish to appeal a decision to accommodate made by their Faculty Dean may also submit a formal appeal to the Committee. Normally, the appeal should be made in writing and state the reason for the appeal, such as whether the Instructor believes the accommodation threatens the academic integrity of the course.

6. The Committee will make a decision based on the merits of the case, considering the University’s obligations under the *Human Rights Policies and Procedures* and *Academic Accommodation Policy for Students with Disabilities*. Decision-making guidelines
are based on principles of procedural fairness and natural justice.

7. Normally, the Committee will inform both the student and the Instructor within two working days after adjudication of the appeal with a written decision to follow.

8. The decision of the Committee shall be final.

Confidentiality

The Paul Menton Centre has a human rights obligation to maintain confidentiality. Some students may feel comfortable discussing their disability and need for accommodation with their Instructors while others may not. If you feel comfortable disclosing your disability to others, you have the right to do so; however, the staff at PMC cannot disclose the nature of your disability without your express permission. We recommend that you discuss your accommodation needs and concerns during your Instructor’s scheduled office hours as early in the term as possible.

THE STAFF AT THE PAUL MENTON CENTRE

The staff at the Paul Menton Centre consists of a multi-disciplinary team of professionals from psychology, social work, and education. PMC Coordinators always welcome an open dialogue with students. If you have questions about disabilities, policies and procedures, adaptive technology, accessibility, community resources, or other concerns, please contact the PMC and ask to speak with one of our knowledgeable staff.

Coordinators:

Larry McCloskey, M.A., M.S.W.
Director, Paul Menton Centre
larry_mccloskey@carleton.ca
- Management of the Paul Menton Centre
- Human rights issues and policies for students with disabilities
- Psychiatric disabilities
- Addiction

**Boris Vukovic, M.Ed.**
Disabilities Coordinator
boris_vukovic@carleton.ca

- Psychiatric Disorders
- ADHD
- Learning Disabilities

**Somei Tam, B.Ed., M.Ed.**
Learning Specialist/Disability Advisor
somei_tam@carleton.ca

- Mobility disabilities
- Blindness and low-vision
- ADHD
- Learning disabilities
- Medical disabilities (causing mobility problems)
- Temporary physical disabilities
- Physical & web accessibility

**Sonia Tanguay, M.Ed.  CCC**
Disabilities Counsellor
sonia_tanguay@carleton.ca

- Psychiatric disabilities
- Learning Disabilities
- ADHD

**Laura Brawn**
Disability Coordinator
laura_brawn@carleton.ca

- Learning disability
• ADHD
• Assessment interpretation
• Self-advocacy
• Learning strategies

Dean Mellway, MSW
• New Students
• Deaf and Hard of Hearing (new)
• Psychiatric Disabilities
• Medical
• Rheumatoid Arthritis
• Psychiatric

Nicole MacDonald, M.Ed., (contract)
Disabilities Counsellor
nicoleg_macdonald@carleton.ca
• Psychiatric disabilities
• Deaf and Hard of Hearing
• Medical

Jason Goveas
Assistive Learning Technologist
jason_goveas@carleton.ca
• Adaptive technology support for students with disabilities
• Adaptive technology loans
• Alternate format production (e-text)

Janice Elliott
Administrator
janice_elliott@carleton.ca

Bruce Hamm
Student Support Administrator
bruce_hamm@carleton.ca
Jessica Gunnell, MA
Learning Strategist and Student Support Officer
  • Learning strategies
  • Assistive Technology Training
  • Time Management
  • Study Skills
  • Exam Preparation
  • Closed Captioning

Notetaking Coordinator
notetaking@carleton.ca

Matthew Cole
Coordinator, Attendant Services
matthew_cole@carleton.ca
613.520.2600 ext. 6615

Heather Cross
Coordinator, Joy MacLaren Adaptive Technology Centre
Library Services for students with disabilities
Transcription Services

1300 students registered in 2009/2010
Integration
Individualization
Independence

carleton.ca/pmc
IDENTIFICATION TO THE PMC FOR ACCOMMODATION

It is your responsibility to initiate contact with the PMC if you require accommodations. If you are a new student, you must meet with a PMC Coordinator to review your documentation and discuss accommodation needs.

All documentation must be current and provided by a regulated medical practitioner (i.e. physician, a medical specialist, psychiatrist, psychologist, etc.). Documentation must include statements that you have an ongoing diagnosed disability (either permanent or temporary) and that the functional limitations of the disability warrant academic accommodation.

Students with learning disabilities must provide a formal written report from a comprehensive psychoeducational assessment signed by a registered clinical psychologist that formally diagnoses a learning disability. If your assessment does not meet specified documentation requirements for learning disabilities, you may be required to provide an updated assessment. For more information, please see the PMC website for Documentation Requirements (www.carleton.ca/pmc/learningdisabilities/docreq.html).

If your documentation is deemed appropriate, an accommodation

Request for Documentation forms are available online: www.carleton.ca/pmc/docs/index.html
A profile is created in your file. A “Letter of Accommodation”, to be signed by your PMC Coordinator and Instructor, is issued for every course for which you require accommodation.

ARRANGING ACCOMMODATIONS

New Students

At the beginning of the Fall Term, you must meet with a PMC Coordinator to discuss your accommodation needs. You will be given “Letters of Accommodation” to take to your Instructors. It is recommended that you meet with your PMC Coordinator in the Winter Term to discuss your progress and whether changes need to be made to your accommodation protocol.

Returning Students

Submit your “Request for Accommodation” through the PMC Portal (www.pmcportal.ca) to our office either by email or in person. An email is usually sent out at the beginning of each term with instructions to remind all returning PMC students to submit their Request for Accommodation. You can pick up your accommodation letters after three business days. You also have the option of meeting with your PMC Coordinator in person if you do not feel comfortable using the PMC Portal. In some cases, you will be required to meet with your coordinator in order to obtain Letters of Accommodation.

You must see your PMC Coordinator for:

- Notetaking needs
- Application to the BSWD for equipment and/or services
- Change of accommodation needs
- Arrange pre-approved alternate evaluation/format and/or reference sheet accommodation

pmcportal.ca
Rights and Responsibilities for Academic Accommodation

- On Academic Warning
- Need a referral to an Assistive Learning Technologist
- One-on-one learning support through an Intern or Learning Assistant

1. It is your responsibility to initiate contact with your Instructors to get your Letters of Accommodation signed and to discuss how accommodations will be arranged at least 2 weeks before your first test, quiz, exam, or assignment due date. We recommend that you meet with your Instructors during their scheduled office hours so that you can discuss your needs in a safe and confidential space. Each Instructor keeps a copy of your signed Letter of Accommodation so that s/he has a record of your accommodations for the course. Instructors are responsible for classroom accommodations during the term, and any tests or exams scheduled in-class. You will need to work out those arrangements with your Instructor(s).

2. You are strongly encouraged to remind your Instructors at least two weeks before any in-class test/midterm of your accommodation requirements.

3. If you are enrolled in a CUTV course or the in-class section of a CUTV course, you are required to make arrangements with your PMC Coordinator at least two weeks before the first test or midterm exam.

4. It is your responsibility to return the signed copies of your Letters of Accommodation to the PMC by the established deadlines (the last day to withdraw from courses for each term). The accommodation information is then sent to Scheduling and Examination Services, which coordinates accommodation arrangements for formally scheduled
Test and Exam Accommodations

* Remember, while Carleton University is responsible for accommodating your needs, you are responsible for managing those accommodations in a timely manner.

Exams procedures and the responsibility for arranging exam accommodations depend on the type of exam. However, in order for your Instructor, the CUTV Office, or Scheduling and Examination Services to arrange your test/exam accommodations for a particular test/exam, you must follow established procedures, as outlined below. See the PMC website (www.carleton.ca PMC) for more information.

IN-CLASS TESTS, MIDTERMS OR EXAMS

In-class tests and exams are those that are conducted within the classroom. This means that they are tests or exams that are not scheduled during formal exam periods, but ones written during regularly scheduled class time with the Instructor and/or TAs administering the test or exam. These are usually indicated on course outlines as “in-class tests” or “midterms”.

Instructors are responsible for providing accommodation for all in-class tests and exams. For CUTV courses, this responsibility is assumed by the CUTV office. Instructors or the CUTV Office must receive your request for accommodations at least two weeks before the first test/midterm exam.

If you require a computer, ergonomic equipment, or other adaptive technology for your test that an Instructor cannot provide, you

Returning Students -
Request your Letters of Accommodation online:
www.pmcportal.ca
should contact Jason Goveas at 613.520.2600 ext. 2242 or jason_goveas@carleton.ca. Laptop computers may be borrowed from the PMC office for this purpose, but be sure to make arrangements in advance to ensure the availability of the equipment. Contact Jason Goveas to reserve a laptop.

**FORMALLY SCHEDULED MIDTERMS/EXAMINATIONS**

Formal examinations are midterm, final, and deferred final examinations that are held outside of the classroom during dates specified in the Carleton University Undergraduate Calendar (see www.carleton.ca/cuuc/). They are administered by Examination Services; therefore, Examination Services assumes responsibility for arranging accommodations for these exams.

If you have returned all signed Letters of Accommodation to the PMC by the published deadlines, you will receive confirmation of your exam accommodation arrangements when you check the PMC Portal (www.pmcportal.ca) at least one week prior to the date of your first exam. You are encouraged to contact PMC if you have not received confirmation of your accommodation arrangements on the PMC Portal after submitting signed “Letters of Accommodation” by the established deadline date in each term.

**CUTV MIDTERM EXAMINATIONS**

The Educational Development Centre (EDC) coordinates arrangements for scheduled CUTV midterm exams, including those for PMC students with accommodation needs. If you are enrolled in CUTV courses, including the in-class sections of CUTV courses, you need to make your request for accommodation through your PMC Coordinator at least two weeks before the first midterm exam. You can do this in two ways:

1. Send your “Request for Accommodation” via the PMC Portal
2. Contact your PMC Coordinator (email/phone/in person)

The EDC may be unable to provide accommodations if the
Classroom Accommodations

two-week deadline has passed. Students are reminded that compliance with the two-week deadline is crucial in order to receive exam accommodations. If you fail to meet this deadline and accommodations cannot be provided by EDC, you are advised to contact your Instructor(s) to see if they can make arrangements for you.

Provision of notetakers or permission to voice record a lecture, sign language interpretation, transcription service, and FM systems are common classroom accommodations supported by the Paul Menton Centre. Classroom accommodations are intended to enable students with disabilities to access instructional materials on an equitable basis with their peers without disabilities. If you have difficulty accessing instructional material in the traditional format due to your disability, you should discuss your needs with your PMC Coordinator. Classroom accommodations should also be discussed with your Instructor.

NOTETAKING NEEDS

The Paul Menton Centre’s Notetaking Service is designed to support you by facilitating a quality service in helping you achieve your academic potential. You are encouraged to locate your own Notetakers; however, the Notetaking Service is here to assist you in the process.

Once you have been approved for Notetaking by your PMC Coordinator, please see Jen Pinto, Notetaking Coordinator, to see if a volunteer notetaker has already been identified. The Notetaking Office actively recruits volunteers and will contact them on your behalf. Once a Volunteer Notetaker has been located, s/he will type or scan their notes within 48 hours of each lecture and then notes will be posted online on the PMC Portal (www.pmcportal.ca), from which they may be downloaded. You must download your notes at least every two weeks or your service may be cancelled.
Notetakers cannot be guaranteed and notetaking does not replace classroom attendance or taking your own notes whenever possible. Failure to attend class will result in a suspension of Notetaking privileges. If you know someone in your course that would be a suitable notetaker, have them contact the Notetaking Coordinator at volunteer_notetaking@carleton.ca.

**EQUIPMENT LOANS**

Students registered with the Paul Menton Centre have access to a number of different types of portable adaptive equipment as determined by their individual disability-related needs. Equipment available for loan includes:

- FM transceivers
- Laptop computers (reserved for in-class test purposes)
- AlphaSmart/Dana electronic keyboards
- 2-track and 4-track tape players
- Digital voice recorders
- DAISY players for audio books

- CD/MP3 players

Equipment loans must be approved by your PMC Coordinator. You should then see the Assistive Learning Technologist early in the term if you need to borrow equipment. Some items are available to loan for a term, but most are reserved for a limited time to try out, with priority going to students writing midterms and exams.

**SIGN LANGUAGE INTERPRETATION**

If you are planning to register for courses at Carleton and require sign language interpretation, you should contact the Paul Menton Centre as soon as possible.

A minimum of six weeks is usually required in order to put an effective interpreter team together. Interpreters like to meet with
your instructors before the beginning of your course(s) in order to prepare and provide the best possible service for you. Contact Nancy McIntyre for more information (nancy_mcintyre@carleton.ca).

**RECORDING LECTURES**

Permission from the Instructor is required to record lectures. Ask your PMC Coordinator for more information.

PMC attempts to meet the needs of students for one-on-one learning support through a variety of resources. For students who are eligible for government funding through the Bursary for Students with Disabilities (BSWD), trained learning assistants, writing tutors and academic coaches can provide much needed ongoing learning support. Content tutors, interns and mentors are available to provide similar support for those students who are not eligible for BWS. Examples of one-on-one learning support services include:

- Development of general study strategies (e.g. notetaking, reading comprehension, exam preparation, test taking, library research, time management and organization)
- Intensive support for academic writing skills (e.g. help with developing skills and strategies for writing essays, assignments, theses etc.)
- Academic coaching
- Content tutors

**LEARNING ASSISTANTS**

This program is staffed by trained Learning Assistants who usually have a graduate degree (Masters or PhD) in a relevant field and experience working on an ongoing basis with students with disabilities at the university level.

Learning Assistants provide specific one-on-one learning support
for students who have a variety of needs. They are paid by the students they assist. If a student is eligible for OSAP and if the need for tutoring is related to the student’s disability, s/he may access BSWD funds to pay for this service. The majority of the funding comes from the Bursary for Students with Disabilities (BSWD); however, you may pay for this service directly if you are not eligible for OSAP. Check with your PMC Coordinator for details.

**Mentorship Volunteer Program (MVP)**

The Mentorship Volunteer Program (MVP) is our newest service at the Paul Menton Centre. The Volunteer Mentors are upper year students who like to help others and are well informed of the services at the PMC and other University departments. Mentors are connected with 1-2 students per term/academic year and mainly help with the transition to university, which includes both academic and social/emotional aspects of university life. Basically, they are there to show Mentees the ‘ropes’. Mentors also assist with study strategies and self-advocacy skills. For more information on how to be connected to a volunteer Mentor, please speak with your Coordinator about a referral.

The Assistive Learning Technologist provides direct technology support for students with disabilities. Examples of services include:

- Assistance finding AT vendors and with basic technological support for AT purchases
- Short-term equipment loans (AlphaSmart/Dana Keyboards, laptop computers for midterms, digital recorders, FM transceivers, DAISY and 4-track players for audio books,
• Provide training on assistive learning software and hardware

ASSITIVE LEARNING TECHNOLOGY ROOM (ALTR)

The ALTR is equipped with assistive technology software, including Dragon Naturally Speaking, Inspiration, Read & Write Gold, and Kurzweil 3000, as well as standard word processing and internet programs. A scanning station equipped with a professional version of Kurzweil 3000 is available on a sign-in basis. During the Fall/Winter Term, the ALTR will be open Monday through Friday from 8:30 a.m. to 4:30 p.m., with some extended evening hours; during the Spring/Summer Term, hours are from 8:30 a.m. to 4:30 p.m. (except when otherwise posted).

The ALTR is supported by the Assistive Learning Technologist between 8:30 a.m. and 4:30 p.m. and by Student Assistants during the evening.

The PMC Portal (www.pmcportal.ca) gives students registered with the Paul Menton Centre online access to personalized services and resources. On the Portal, you can:

• Update contact information on your PMC student file
• Submit your “Request for Accommodation” each term instead of meeting with your PMC Coordinator. This only applies to returning students who have had their accommodation profile established

For information on Adaptive Technology, please visit: www.carleton.ca/pmc/students/adaptive_tech.html
• Communicate with PMC staff or other PMC students in Forums
• Download PMC forms
• If registered with the Notetaking Service, download class notes if they are available to you
• Use the Calendar to check deadlines or create a personal class schedule
• Check for confirmation of accommodation arrangements for formally scheduled midterms and final exams (this information is usually posted one week before the first day of the formal exam period).

Other Disability Resources at Carleton

• Check for confirmation of accommodation arrangements for CUTV midterm exams (this information is usually posted on the Wednesday of the week when the midterm exam is scheduled).
• Use the Library section for resources on learning strategies, jobs, or scholarships
• Read official announcements
• Take advantage of online Educational Media

JOY MACLAREN ADAPTIVE TECHNOLOGY CENTRE
232 MacOdrum Library

Heather Cross: 613.520.2600 ext. 8186
heather_cross@carleton.ca
Attendant Desk: 613.520.2600 ext. 4038

Students referred by the Paul Menton Centre have access to a variety of adaptive equipment and services at the Joy Maclaren
Adaptive Technology Centre (JMC). The JMC has six computer stations that are equipped with common applications.

Library Information For Students with Disabilities:
www.library.carleton.ca/joymaclaren/disabinfo.html#joy

In-depth instruction on all adaptive technology is available by appointment. The JMC also provides a quiet study environment and is open during regular Library hours. Student Attendants are available in the JMC outside of regular business hours to provide individual assistance during the Fall/Winter session. During the Spring/Summer session, students can access support by making an appointment with Heather Cross. The JMC is used for exams in exceptional cases only; students must contact the Paul Menton Centre for arrangements. There is a wheelchair available in the Centre for Library use only.

For information on Attendant Services and a Virtual Tour of our Accessible Campus:
www.carleton.ca/pmc/students/attendant.html

ATTENDANT SERVICES
223 Residence Commons

Matthew Cole: 613.520.2600 ext. 6615
matthew_cole@carleton.ca

Carleton has a unique program that offers attendant services 24 hours a day, 7 days a week, 12 months a year, to students with physical disabilities in residence. Student Attendants are employed to assist students with disabilities with activities of daily living.

Attendant Services celebrated its 20th Anniversary in 2007!

CCS STUDENT COMPUTER LAB SITES

Three student computer labs on campus have at least one accessible work station each. Each workstation has a large 21”
monitor, an electrical adjustable table, enlarged-letter keyboard, and key guard. These computer workstations are designed to meet the needs of the majority of students with disabilities, particularly those with mobility and dexterity impairments, learning disabilities, and low-vision problems. These workstations can be found at the following labs:

- Room 309A St. Patrick’s Building
- Room 250B Loeb Building
- Room 403 MacOdrum Library
- MacOdrum Library in Learning Commons area on all floors (height-adjustable workstations on levels 1, 3 and JMC only)

**CARLETON DISABILITY AWARENESS CENTRE (CDAC)**

424 University Centre

Phone: 613.520.6618
TTY: 613.520.7877

[www.cusaonline.com/cdac](http://www.cusaonline.com/cdac)

CDAC is a student-run volunteer organization that promotes disability civil rights and pride. It works as an advocacy centre, addressing issues related to visible, non-visible, and communication disabilities. CDAC raises awareness of disability issues in and around campus. CDAC represents students with disabilities on University and CUSA committees, and through lobbying efforts. CDAC offers a range of activities including movies, sports, social activities and much more.

Please feel free to come in and visit the Centre anytime.

**STUDENT ACADEMIC SUCCESS CENTRE (SASC)**

302 Tory Building

Phone: 613.520.7850
www.carleton.ca/sasc
sasc@carleton.ca

SASC offers a wide variety of advising services including:

- Assisting students to develop educational plans
- Providing guidance to students in academic difficulty
- Offering leadership to high-achieving students
- Helping non-traditional students with the transition to university

Academic Advising is a confidential service that helps students resolve academic issues concerning program requirements, understanding degree audits, policies and regulations. SASC also offers a number of programs to assist students with other academic concerns, including developing effective study skills, understanding academic rules and regulations, choosing appropriate degree programs and evaluating and advising students with academic difficulties. Third and fourth year undergraduate students and those in Engineering with program-specific questions may find that their Departmental Advisor is a more appropriate source of information relating to their major.

**Learning Support Services/Learning Commons**
MacOdrum Library, 4th Floor

www.carleton.ca/sasc/lss_home/index.html
learningsupport@carleton.ca

**Learning Support Services** provides students with academic support in a timely and convenient fashion and is located in a comfortable, open space. Some of the services include workshops, drop-in sessions, bookable study rooms, computers, resources for studying, writing and other academic skills. In addition, their website features a selection of online self-help tools.

**CAREER DEVELOPMENT**
613.520.6611

www.carleton.ca/career
The question “What should I do when I graduate?” loses relevance when new entrants to the labour force can expect to work between 12 to 25 different jobs during their working life in up to 5 separate industries. Before making a career decision, it is helpful to have a career path. Students are encouraged to begin this exploration during their first year at Carleton. Career Services provides a variety of workshops and services, including individual counselling, to help students find their career vision. They also provide services and resources to help students learn more about exploring career implications that match their interests. Vocational assessments are also provided.

Whether you are looking for a part-time or summer job, or graduating this year and looking for full-time work, the Career Development office has a variety of employment resources to meet your needs.

MATHEMATICS AND STATISTICS TUTORIAL CENTRE

The Math and Stats Tutorial Centre provides free drop-in tutorial service for students who require assistance in qualifying and first year level mathematics courses.

Contact the School of Mathematics at 613.520.2155 for further information.
WRITING TUTORIAL SERVICE (WTS)
613.520.6632
www.carleton.ca/wts

The WTS offers one-on-one consultation sessions to students from all faculties and all levels of study that are seeking writing assistance. **This is not a proof reading service.** Sessions are free of charge and focus on all areas of the writing process, including developing new writing skills, tools and processes. Appointments can be made by contacting the Writing Tutorial Service.

BURSARY FOR STUDENTS WITH DISABILITIES (BSWD)

Ontario students who are eligible for OSAP, a Part-Time Canada Student Loan, or the Ontario Special Bursary Plan can apply for the **Bursary for Students with Disabilities (BSWD)** for non-repayable funding for equipment and educational support services that are needed to improve their chances of academic success during the current term because of their disability. A portion of this bursary is available for out-of-province students with disabilities through the Canada Study Grant.

The BSWD cannot be used to pay for non-disability related expenditures such as tuition fees, books, transportation, or rent. We recommend that you apply for the BSWD as early as possible since there are application deadlines.

**The steps for applying to the BSWD are:**

1. **Apply for Government Sponsored Student Loan or Financial Assistance**
   
   You must apply for and be identified as meeting the financial needs criteria for student loan purposes. If you are a dependent of your parents, your eligibility will be assessed according to their financial status.
You can be considered an independent applicant if you have been graduated from high school for four or more years. If you are full-time and enrolled in a degree program, you can apply for OSAP. Please note that OSAP considers a minimum 40% course load as “full-time” for students who cannot pursue full-time study because of a permanent disability that significantly interferes with their full participation in post-secondary education. If you are taking less than 40% of a full course load per academic session or you are NOT enrolled in a degree program (i.e. if you are taking courses as a Special Student through the School of Continuing Education), you can apply for a Part-time Canada Student Loan or the Special Ontario Bursary Plan (if eligible).

For more information and application forms, please visit the Awards Office in Room 202 Robertson Hall or online at www.admissions.carleton.ca/awards.

Note: If you are eligible for OSAP but do not want to incur additional student debt, please contact the Awards Office to discuss how you can still remain eligible for BSWD.

2. Apply for the Bursary

Make an appointment with your PMC Coordinator to discuss support services or equipment needs. Once the funding is agreed upon, you will be asked to submit two quotes for each piece of equipment requested. Service and Equipment Requests will then be submitted to the Awards Office. A cheque will be available for pick up at the Awards Office approximately one week after it has been requested by the PMC. Once you have picked up your cheque, you have five business days to purchase the equipment for which you were approved (no substitution or additions will be covered by the BSWD) and submit your invoices to the Awards Office.

Awards and Financial Aid:
www.admissions.carleton.ca/awards
Signed invoices for services must be returned to the Awards Office on a regular basis. BSWD cheques for services or equipment for the Fall Term are generally not available until the beginning of October.

*Note: If you are deemed ineligible for OSAP, find out your negative eligibility amount from the Financial Aid Office. Your educational disability-related expenses may be used as part of a recalculation for OSAP eligibility. Ask your PMC Coordinator for more information.*

**JOHN BURTON MEMORIAL AWARD**

This bursary is awarded annually to a returning student in good standing from Carleton University, Algonquin College, University of Ottawa or La Cité Collegiale who has demonstrated a significant contribution towards awareness, equity and integration of persons with disabilities on campus. Applications and criteria are available from the Paul Menton Centre or the Awards Office. The deadline for applications is **May 31st, 2008**.

**JOHN TEUSCHER MEMORIAL SCHOLARSHIP**

This scholarship is awarded on the recommendation of the Paul Menton Centre to a student with a documented learning disability who has demonstrated involvement in student life at Carleton University. Applications and criteria are available from the Paul Menton Centre. The deadline for applications is **July 31st, 2008**.

**CANADIAN COUNCIL FOR THE BLIND (CCB) SCHOLARSHIP**

In 2005, the CCB established a bursary for blind and visually impaired students entering into Carleton University or proceeding from one year to another in a degree program. To qualify you must be a Canadian citizen, in good academic standing, demonstrate financial need, and have made significant contributions to the local community. Deadline for applications is **June 30th, 2008**. Amount varies.

**CARLETON UNIVERSITY BURSARIES**

The Carleton University Awards Office offers many bursaries
Paul Menton Centre
for Students with Disabilities (PMC)

501 University Centre
phone. 613.520.6608
tty. 613.520.3937
fax. 613.520.3995
email. pmc@carleton.ca

Hours of Operation:
Monday – Friday 8:30 a.m. to 4:30 p.m.