

How to Access Accommodations Through Accessibility Services



Step 1:

Meet with an Advisor

Three Months Before Start of Semester

Email fsd@tru.ca or call 250-828-5023 to book an appointment with an advisor to discuss your needs and which services you are eligible for. Contact us at as@tru.ca with any questions about academic accommodations.

Step 2:

Get Necessary Documentation

Three Months Before Start of Semester

Acquire the documentation necessary for accessing the accommodations and/or funding that you discussed with your advisor.

Step 3:

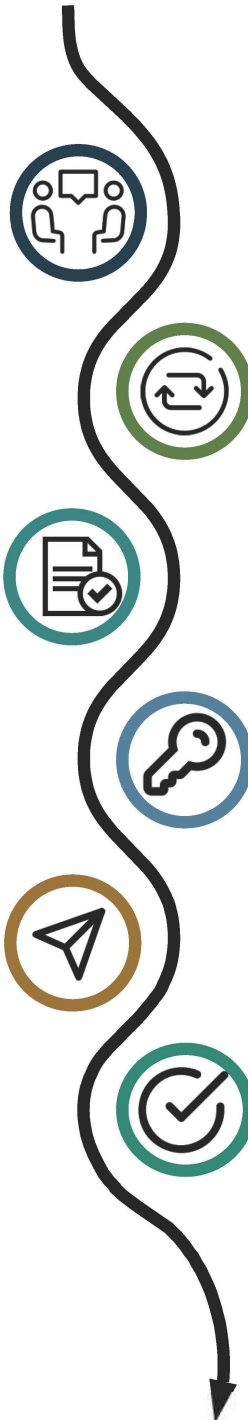
Send Out Accommodation Letter(s)

First Week of Classes

Send out your accommodation letter(s) by logging on to the **Student Services Portal**. Here is an [instructional video](#) that clearly explains the process. **Law students:** Contact an accessibility services advisor to send out your accommodation letters. Do not use the Student Services Portal.

NOTE:

If you would like to make changes to your accommodations, a meeting with your AS Advisor prior to the start of the semester is recommended.



NOTE:

Ensure that you book your midterms and tests one week in advance and adhere to the final exam booking deadline - three weeks before the last day of classes.

Step 4:

Follow Up

Second Week of Classes

Follow up with your instructor(s) after they receive your accommodation letter(s). Once you receive your course outlines from your instructors, book your midterms and tests with the Accessibility Services Test Centre. Please watch this [instructional video](#) on how to book through the [Student Services Portal](#).

Step 5:

Access Accommodations

Throughout Semester

Make use of the accommodations for which you have been approved. Connect with the AS Learning Strategist and/or Assistive Technology Specialist.

Step 6:

Continue Accessing Start of Every Semester

If you would like to continue accessing accommodations, remember to send out your accommodation letter(s) each semester using the [Student Services Portal](#) and continue the process!



Contact as@tru.ca for more information