

Ask them if they have registered with the Disability Services Office (DSO) and if not, refer them to the DSO located in Room 2L20 in the main building at Loyalist College.

It is okay to ask questions about their disability so you can understand how to support them. Ask them about their learning needs and what specific challenges they might experience in their program.

If the student has met with the DSO staff, they will present you with an Individualized Service Plan (ISP) that requires your signature. This ISP form is a document that the college uses to communicate a student's disability and specific accommodation needs to their faculty. This form is a useful tool that can lead to discussion about their disability and allow you to ask questions about their specific needs and how you can support them. If a student has signed a consent form to share information with the DSO, we will be able to provide you with further information to help you support this student.

For further information, visit the Disability Services Office website or contact:

Disability Services Office    Voice: (613) 969-1913 ext. 2168    TTY: (613) 962-0633

Email: [jvincent@loyalistc.on.ca](mailto:jvincent@loyalistc.on.ca)

Website: [www.loyalistcollege.com/disabilityservices](http://www.loyalistcollege.com/disabilityservices)