

The first step to request any accommodations is to provide the Disability Services Office at Loyalist College with the most recent (or *in the process*) documentation that confirms and establishes your disability. The office is located in room 2L20 of the main building.

You need to schedule a meeting with the Learning Skills Coordinator to review your documentation (or *in the process*) to discuss how your disability effects your learning; request specific and reasonable accommodations; and to complete an Individualized Service Plan (ISP). Your ISP is a document that you use to communicate your disability and specific accommodation needs to your faculty at the college.

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

Website: www.loyalistcollege.com/disabilityservices