

# How to Access Accommodations Through Accessibility Services



## Step 1:

### Fill out our Intake Form and Meet with an Advisor

3 Months Before Start of Semester

Use the [Student Services Portal](#) to fill out the pre-registration online intake form. You will also need to schedule an appointment with an Accessibility Services Advisor to discuss your needs. Email [fsd@tru.ca](mailto:fsd@tru.ca) or call 250-828-5023 to book an appointment.

## Step 2:

### Get Necessary Documentation

3 Months Before Start of Semester

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

## Step 3:

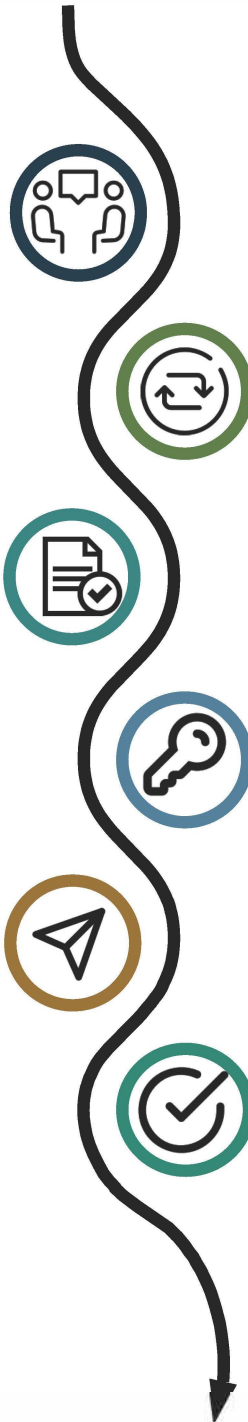
### Send Out Accommodation Letter(s)

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](mailto:as@tru.ca) for more information