



University of Lethbridge  
Accommodated Learning Centre B760  
Email: [alc@uleth.ca](mailto:alc@uleth.ca)

# Accommodated Learning Centre

## How to Register Step-by-Step Guide

*Your disability documentation must meet our documentation requirements. This will include written documentation from a qualified health care practitioner including a Physician, Psychologist, Psychiatrist or Medical Specialist highlighting a diagnosis of permanent disability (see step 1).*

### **Step 1: Do you have disability documentation including the following requirements?**

**Documentation of Permanent Disability should include the following:**

- Diagnosis (**including any DSM codes**) and Prognosis
- Severity and Frequency of symptoms
- Impact to Academics \*\*\*
- Recommendations for support (exam accommodations, in class supports, services and technologies)
- This must be dated and signed by an appropriate health care practitioner on official letterhead or clinic stamp.

✓ **YES, I have it on hand:** Please continue to Step 2.

✓ **YES, but I would need to request it:** *\*\*The ALC does not request documentation from other institutions on behalf of students; Therefore, please contact the institution directly to retrieve your documents. Once retrieved, proceed to Step 2.*

X **NO:** Please email [alc@uleth.ca](mailto:alc@uleth.ca) as we may be able to refer you to other supports within the University of Lethbridge.

### **Step 2: Complete the ALC Student Intake Form & ALC Consent Form.**

- **[ALC FORMS](#)**
- Both forms contain two pages. If you are unable to use the fillable version, please print, complete, scan/take a legible photo of both pages separately.
- For fillable version: Save a copy of the form to your desktop and rename document using your First Name / Last Name.



### Step 3: Submit your Documents

- Please contact [alc@uleth.ca](mailto:alc@uleth.ca) using your Uleth email address and the ALC Submission Form Link will be provided via email if applicable.
- Upload your disability documentation, Intake Form & Consent Form using the **ALC Submission Form Link**. *This link is encrypted and provides more security for the transfer of personal information.*

### Step 4: Documentation Review by the ALC

- Once your documents have been submitted, they will be screened to ensure that they meet the requirements for eligibility.

### Step 5: Schedule a New Student Intake Appointment

#### ✓ Screened & Approved:

- You will receive an email from our Services Coordinator inviting you to book a New Student Intake Appointment with our Learning Specialist.
- The ALC is currently in a high intake period; therefore, students can expect an appointment within 2 – 3 weeks provided they have required documentation available.
- All appointments will be conducted via ZOOM.

#### X Reviewed & Insufficient:

- You will receive an email from our Services Coordinator requesting updated documentation.

**\*\* An Intake Appointment MUST be completed with the ALC prior to any accommodations being put in place \*\***

### Step 6: Registration (eligible students)

Registration and setup is a detailed process. Students can expect Letters of Accommodation to be emailed to instructors within two business days, provided all forms are signed and submitted.

Please note: Students will not be able to access exam accommodations until after setup is complete. Same day or next day exam bookings will not be possible.