

Registering with Student Accessibility Services (SAS)

Complete the following steps in order to access classroom, exam and/or disability-related accommodations and supports

SAS will **ONLY** communicate through your U of G email – check it regularly!

1 COMPLETE SAS APPLICATION FORM

You will need to complete an **SAS Application Form** after accepting your offer of admission. This form provides us with the relevant details about your disability and disability needs.

 **DEADLINE:**
June 15

PLEASE SUBMIT DOCUMENTATION AS SOON AS POSSIBLE

2 SUBMIT YOUR DOCUMENTATION

You will be asked for documentation from a registered health professional which verifies the existence of a disability and describes your current functional abilities given the condition you experience. Visit the SAS website to learn what documentation you'll need to provide. *Please note you may need to update your existing documentation. Contact us for additional assistance.*

 **DEADLINE:**
June 15

NOTE: SAS will continue to accept applications & documentation after June 15th, however this may impact our ability to have accommodations in place for the start of the fall semester

3 ATTEND ORIENTATION EVENTS

Various accessibility events are hosted during the summer and fall to help you with your transition to the University of Guelph, including:

- Virtual SAS Connection Sessions (June – August)
- “START Accessible” In-Person Event (before O-Week)
- Daily Drop-in Sessions (September – December)

 **June – September**
SEE FULL LIST OF EVENTS ON REVERSE

4 MEET WITH YOUR SAS ADVISOR

It is necessary to meet with your SAS Advisor before accommodation eligibilities can be activated, prior to the start of the school year (i.e. in the summer). You will receive an email connecting you with your Advisor. You can then contact SAS to schedule your initial meeting. During your meeting with your advisor, you will:

- Discuss your individual accommodations and support requirements
- Set-up classroom and exam accommodations as appropriate
- Review your schedule and discuss disability-related support available for each course

 **COMPLETE:**
Before September

PLEASE BOOK YOUR APPOINTMENT EARLY AS THERE MAY BE WAIT TIMES TO MEET WITH AN ADVISOR

SUPPORTS AND SERVICES

Once these steps are completed and students are registered with SAS, supports may be provided related to:

- Classroom activities (e.g. notetakers, FM systems)
- Tests and examinations (e.g. extra time for tests, quiet testing environment)
- Course materials (e.g. alternate format)
- Deadlines
- Access to certain types of funding
- Navigating the campus environment

Students registered with SAS will also have the ongoing assistance of an SAS Advisor.

GET STARTED WITH SAS

Find forms, deadlines and more info for all four steps outlined above at:

uoguelph.ca/sas-first-time



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More details about registering with and accessing Student Accessibility Services at the University of Guelph

ADMISSIONS DEADLINES

Supplemental Information Form for Students with Disabilities (SIF-D)

If you believe that your disability had a negative impact on your secondary school performance and that you were close to the admission cutoff, you may consider completing the *Supplemental Information Form for Students with Disabilities (SIF-D)*. SAS will retain this information and use it collaboratively with admission services, as needed.



COMPLETE:

November 1 – March 1

Access this form at:
uoguelph.com/SAS-SIFD



SUMMER ORIENTATION EVENTS: Make the most of your semester by attending these events!

These are just a few of our events and programs available to help you get familiar with SAS services, the campus and university life.

SAS Connections Sessions (Virtual)

Virtual drop-in sessions throughout June, July and August which provide some general SAS information and an opportunity to ask questions about SAS supports and services

START Accessible Event (In Person)

Join us on campus the Thursday and Friday before Labour Day for this two-day orientation event

- Learn about SAS and U of G services, programs and social sessions
- Learn about and how to access disability-related accommodations
- Meet your SAS Advisor
- Tour Student Accessibility Services (JT Powell Building)
- Connect with peer leaders and other new students
- Attend an Exam Accommodation Workshop
- Move into Residence early
- Help you prepare for the fall



Peer leaders at our START Accessible event



HAPPENING:

June –September



See full event schedule at:
uoguelph.com/SAS-events

FALL CHECKLIST: Don't miss these steps when registering with SAS!

- Attend registration appointment with your SAS Advisor to discuss your disability and disability-related needs 1-on-1
- Book your exams with the SAS Exam Centre, as needed
- Request alternative format textbooks from Library Accessibility Services, as needed
- Attend a *Plan Your Semester* workshop
- Register service animals with SAS, as needed



STUDENT
WELLNESS
Live well. Achieve well.

QUESTIONS? Contact us!
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519-824-4120 x56208
wellness.uoguelph.ca/accessibility