

The C.A.L. Cheat Sheet!

Making the JUMP to Post-Secondary for students needing academic accommodations

Do you have an IEP or need accommodations for your learning at the College? If yes, you are encouraged to register with the [Centre for Assessable Learning](#) (CAL) by proceeding with the following steps.

Say hello to CAL, an introduction:

1. [Welcome to CAL webpage](#)

- a. Be sure to watch the video on this page! It will provide you with an overview of what CAL is and how they can help you.

Here is how to register with CAL:

2. [Register with CAL](#)

- a. Be prepared to follow steps 1-3 when clicking the Register to CAL website link.
- b. CAL recommends that students begin this process about 8 weeks before their Camosun SIP course(s)/program begins.
- c. To register you will need your login info for your myCamosun account (i.e. C# and password).
- d. If you have not created your myCamosun account and/or don't know your C#, please review the steps within the SIP acceptance letter sent after the SIP Orientation.
- e. To create your domain account (myCamosun access) click [here](#)
- f. Once you have created a domain account then click [here](#) to register with CAL and review/complete steps 1-3.
- g. Once you have completed steps 1 & 2, the CAL office will contact you by email to invite you for an Intake appointment with a CAL Instructor (step 3). This appointment can take place in person, virtually or by phone.

Continue to Step 3 below.....

Only **AFTER** you have fully completed your registration with CAL, you will need to complete the following....

Here is how to ensure your instructor knows what accommodations you need as well as how to book an exam with your accommodations:

3. ***Release of Faculty Notification Letters & booking exams***

- a. These steps are completed only ***after*** you have met with your assigned CAL Instructor. As the student, it is your responsibility to request the release of your accommodation letter (known as a Faculty Notification), before the start of your program. On this page of the website, you will find a request form for you to complete. Upon receipt of your request form, our office will generate your customized Faculty Notification letter and email it to your requested instructors, copying you on that email. **Your course instructors will not know about your approved academic accommodations until you complete this step.**
- b. You will also need to contact your course instructor(s) shortly after you have released your Faculty Notification letter of accommodations. Meeting with your course instructor will provide an opportunity to discuss the content, structure and expectations of the course as they relate to your academic accommodation. Connecting with your instructor(s) gives you both a good opportunity to consider how the course will go and any contingency plans that may be needed. You are not required to disclose the nature of your disability to your course instructor(s), just what academic accommodations you need.
- c. Step 2 on this page explains how to book any accommodated exams/tests/quizzes that you would like to schedule through CAL. Please familiarize yourself with this process, paying close attention to the applicable exam booking deadlines for your program.
- d. NOTE: If you return to Camosun within the next couple of years, you do not necessarily need to register with CAL again. However, students are encouraged to connect back with the CAL office upon their return to Camosun particularly if you want to discuss or revisit your accommodations, explore funding options, or simply review CAL processes.

The SIP team is also here to advise. Feel free to contact us when necessary.