

Accessibility Services Check List

3 months Before You Start		
<input type="checkbox"/>	1. Make an appointment with Accessibility Services	Book online- https://accessibility.bowvalleycollege.ca Phone 403 410 1440 OR go to Learner Success Services- 1 st Floor of Main Campus
<input type="checkbox"/>	2. Gather disability documentation	Bring your documentation of your disability to your first appointment. If you don't have it, your advisor can help you get it.
<input type="checkbox"/>	3. Alternate format	If you need: <ul style="list-style-type: none"> • Assistive Technology • Installation and/or AT training • Materials in an Alternate format Your Accessibility Advisor will refer you for an appointment with the Assistive Technology Advisor
	Assistive Technology Appointment	mm/dd/yyyy

One Week Before Classes Start		
<input type="checkbox"/>	4. Request your Individual Accommodation Plan	Go to the Accessibility Services Portal at https://accessibility.bowvalleycollege.ca and select "Request IAP" Check your email for instructions or contact an Accessibility Advisor if you need help accessibility@bowvalleycollege.ca
<input type="checkbox"/>	5. Check your myBVC account	www.bowvalleycollege.ca/bvc-login <ul style="list-style-type: none"> • Class schedule • Book lists • myBVC email • D2L
<input type="checkbox"/>	6. Attend your orientation session and/or Tech and Learning Bootcamp	New Student Orientation www.bowvalleycollege.ca/new-student-orientation Bootcamps www.bowvalleycollege.ca/academic-success.ca

First week of Classes		
<input type="checkbox"/>	7. Are you ready	<ul style="list-style-type: none"> • Have you gone to the Accessibility Portal to request your IAP (if not see above) • Do you know how to book a Learning Coach? • Do you know about Reboot and Peer Tutoring? If the answer to any of these in no, check out www.bowvalleycollege.ca/academic-success.ca

Between Semesters		
<input type="checkbox"/>	1. Confirm your IAP	<p>Every term you will need to go onto the Accessibility Services Portal to request your IAP be sent to your new instructors. You can request your IAP 1 week before your classes start.</p> <ul style="list-style-type: none"> If you need changes to your IAP at any time, make an appointment with an Accessibility Advisor <p>*If you do not request your IAP between semesters this will delay your accommodations*</p>
<input type="checkbox"/>	2. Relax	School can be difficult. Use this down time to recharge your batteries and spend quality time with friends and family

Tips for your first semester	
Know what academic supports are available	Go to www.bowvalleycollege.ca/academic-success.ca to find out about tutoring and workshops at the Academic Success Centre
Check your myBVC email often	<p>This is how BVC lets you know about upcoming events and opportunities and how your instructors and Accessibility Services will contact you.</p> <p>Hint: want to know how you can forward your myBVC email to your phone or another email account? Library can show you how.</p>
Visit the Library	Help with: D2L, APA, General Computers, MyBVC & Literacy Circles
Manage stress before it becomes an issue	To book an appointment with a counsellor email counselling@bowvalleycollege.ca or call 410-1440
Apply for awards and scholarships	There are all kinds of awards and scholarships available for students www.bvcawards.ca
Volunteer	Visit LSS for information on volunteering at BVC and in the community
Budget Coaching & Financial literacy	If you need help with student loans, budgeting, or debt reduction attend an LSS Financial Aid session www.bowvalleycollege.ca/Financial
Get help finding a job	Go to LSS or phone 410-1440 to book an appointment with a Career Advisor
Connect with the Iniiikokaan Aboriginal Centre	<p>Visit the Iniiikokaan Aboriginal Centre for:</p> <ul style="list-style-type: none"> Cultural resource elders Ceremonial smudge Scholarship and bursary information <p>www.bowvalleycollege.ca/campus-services/iniikokaan-aboriginal-centre</p>