



New Brunswick  
COLLEGE  
of CRAFT  
& DESIGN

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# Accommodations Handbook



At the New Brunswick College of Craft and Design, we are committed to fostering an inclusive and supportive environment where every student feels valued and empowered to succeed. We recognize the importance of accommodating the diverse needs of our student body, and we strive to provide resources and services that ensure everyone can thrive academically, creatively, and personally.

This handbook is designed to guide you through the various accommodations and support services available here at NBCCD. Whether you require academic adjustments, accessibility resources, or any other form of assistance, our staff is here to help you navigate your educational journey with confidence and ease.

We believe that diversity enriches our community and that every student brings unique perspectives and talents. Everyone is welcome, and we are committed to creating a learning environment where all students can achieve their fullest potential.

Welcome to a place where your creativity and individuality are celebrated. Welcome to NBCCD.

# Wellness Team

You will find our Wellness Team on the fourth floor of our main building. Here you will be able to connect with both our Learning Strategist and on-campus Counsellor.

Maria Golyts  
Learning Strategist  
[Maria.golyts@gnb.ca](mailto:Maria.golyts@gnb.ca)  
Room Number 4001  
506-453-3343

Kristi Clarke  
Counsellor  
[Kristi.clarke@gnb.ca](mailto:Kristi.clarke@gnb.ca)  
Room Number 4002<sup>a</sup>  
506-261-9056

Our Wellness Team is made up of our on-campus Counsellor and Learning Strategist. Together they work collaboratively with students and faculty to ensure implementation of proper accommodations that provide necessary support, preserve academic integrity, and safeguard student privacy. New students requiring accessibility services should identify their needs to the Learning Strategist upon confirmation of admission into their program. Early intervention is critical in providing a barrier-free learning environment and supporting student success.

# Who We Are

## **Kristi Clarke** **College Counsellor**

Kristi Clarke is the Counsellor at NBCCD and has been a practicing therapist for 8 years. Her role at the college is to support students during their academic journey and provide an inclusive, safe, confidential place to share their concerns.

Kristi has worked in a clinical setting for the past 7 years as a licensed counselling therapist (LCT) and is a member of the College of Counselling Therapists of New Brunswick. She has specific training in Cognitive Behavioural Therapy, Internal Family Systems Therapy, PTSD, complex trauma and dissociation.

Kristi employs a holistic, integrative approach to counselling and works to co-construct an inclusive and creative treatment process with students. She believes that each individual has the innate capacity to heal when provided with the right supports and resources.

In her office, you will find a quiet, warm and safe space (and some pretty comfy chairs!) to connect and feel heard. Kristi is committed to supporting you on your journey through this exciting, and at times challenging, phase of your life.

Fun fact about Kristi: She makes her own eco-friendly soap which she used to sell at the Garrison Night Market!

## **Maria Golyts** **Learning Strategist**

Maria is NBCCD's Learning Strategist. She is responsible for the development and delivery of academic accommodations and learning supports to students. Maria is here to support students' academic journey by helping with study techniques, time management, note taking, organization, goal setting, and more.

Maria is originally from Ukraine. After moving to Canada, she joined the Multicultural Association of Fredericton, where she had the privilege of assisting newcomers and refugees in becoming familiar and independent in their new country.

After her diploma evaluation and obtaining her teaching certificate, Maria transitioned to working as a supply teacher and an educational assistant. During her time at school, she particularly enjoyed working with students one-on-one and in small groups, as she could see the meaningful impact, she was able to make on their academic and social development. Additionally, she is passionate about helping and supporting people and listening to their stories, which gives her a profound sense of purpose.

In her free time, Maria enjoys reading books or listening to music. She also loves baking with her two children, who are her best dream team. She cherishes spending time with her small but active family. They love to travel and explore new places, and their dog Luna is a part of most of their adventures.

## What We Do

NBCCD is committed to providing an inclusive environment for all students. Effort is made to provide students with documented proof of disability equitable access to programs, facilities, and services in a timely manner. As mentioned previously, the Wellness team at NBCCD consist of the College Counsellor and the Learning Strategist. They work closely with both students and faculty to implement appropriate accommodations, ensuring essential support while maintaining academic integrity and protecting student privacy.

Current students with disabilities who have not self-identified are encouraged to contact the College Counsellor, Learning Strategist or their Academic Advisor at their earliest convenience.

The Wellness team can also provide guidance regarding various benefits available to students with disabilities, and can assist in applying for programs available through Student Financial Assistance.

# Accessibility and Accommodations

## Services we offer

### Tutoring

NBCCD is pleased to offer tutoring services for all students who are interested and seeking support. Through Access and Success funding, **NBCCD is able to provide up to two hours of tutoring per week** in your designated studio or FVA classes. Our tutors are selected upper-year students and alumni who are well versed in the practical skills students may need assistance with; they are also able to assist with time management and study skills. Should students need support, they can reach out to the Learning Strategist or College Counsellor to set up services. The student and tutor are responsible for scheduling their own appointments. The student accessing tutoring may lose services should they not show up for their appointment without giving sufficient notice. Students with accommodations are eligible for more tutoring hours through the Canada Student Grant for Students with Disabilities.

### Lunch and Learns

Once a month, our on-campus Counsellor and Learning Strategist will host educational information sessions during the lunch hour on various topics related to students' health, well-being, mental health, sleep, dietary habits, mindfulness, and other important subjects. These sessions aim to equip our students with a diverse array of tools and new skills applicable to their daily lives.

### Counselling

The College Counsellor provides confidential support services and often acts as a student advocate for students with disabilities and/or mental health, sexual health and relationship issues. The Counsellor is also your resource for career counselling and psycho-educational testing, as well as help in crisis situations and other matters affecting student life and/or academic performance.

- The Counsellor offers free single-session or short-term confidential counselling services that are available to all full and part-time students attending NBCCD.
- The College Counsellor is NBCCD's main contact support person for matters of mental health, accessibility services, and overall wellness across the College community.
- The Counsellor acts as initial, more immediate support to students in need before offering appropriate referral to services available in the community through their Student Health Plans.

Reach out to Kristi at [kristi.clarke@gnb.ca](mailto:kristi.clarke@gnb.ca).

# How to Set Up an Individualized Accommodation Plan

## 1) Initial Contact:

a) Student-initiated – a student reaches out to the Learning Strategist- **Maria Golyts** to request accommodations or indicates their need at the time of application to NBCCD.

b) Referral – a student may be referred by the College Counsellor- **Kristi Clarke** or an instructor.

\*The instructor must send an email connecting the Learning Strategist with the student. This way, the Learning Strategist will know that the student has also agreed to be connected with them.

**\*Academic Accommodations are a voluntary service provided through NBCCD Student Services. Students have the right to decline services at any time.**

## 2) Complete Student Intake Form:

The Learning Strategist will send an “Intake form” in their initial email to students before the school year begins. Students are required to complete this form either with the Learning Strategist or independently. This form also serves as students’ consent for services and is necessary to proceed with accommodations.

## 3) Provide Supporting Documents:

- Students are required to provide a copy of their Psychoeducational Assessment or alternatively Psychovocational Assessment (if completed by an eligible provider).

OR

- The Learning Strategist will send the “Verification of Accommodation” and “Intake Form” in their initial email to students before the school year begins. The “Verification of Accommodation” form must be completed by a qualified healthcare professional.

\*Student's supporting documents should be no more than 5 years old if completed before the student's 18<sup>th</sup> birthday. Any documentation completed after age 18 is valid for life.

#### **4) Develop an Individualized Accommodation Plan (IAP)**

Once all required documentation is received, the Learning Strategist will create a student's Individualized Accommodation Plan (IAP).

**\*Note: Not all requests or recommendations may be accommodated.**

#### **5) Review and Sign IAP**

The Learning Strategist will forward the Individualized Accommodation Plan (IAP) to ensure a student agrees with the proposed accommodations. If the student is not in agreement, they should connect with their Learning Strategist and/or healthcare professional to discuss any concerns or question they may have.

#### **6) Sign Student Agreement**

The student needs to sign the "Student Agreement." Accommodations are not valid without this signed agreement.

Once all documents/forms are signed the Learning Strategist will forward students' accommodations to relevant instructors and their Studio Coordinator before the first day of classes.

Instructors are required to sign the IAP to confirm they have read and understood its content.

#### **7) Annual Renewal**

IAPs are valid only for one academic year. Students will need to re-sign their IAPs' each year and update documentation if necessary. If student's diagnosis remains valid, only the student's signature is required.

#### **8) Ongoing Support**

Students are encouraged to meet with the Learning Strategist on as "needed" basis to discuss your academic progress and any challenges you may have.



# Canada Student Grant for Students with Disabilities

Canada Student Grant for Services and Equipment—Students with Disabilities (CSG-DSE)

If you are a student with a disability enrolled in a post-secondary program, you may be eligible for the CSG-DSE, which provides up to \$20,000 per program year for specialized education-related services and assistive equipment.

## *Eligibility*

- Must have applied and qualified for federal student financial assistance as a student with a disability.
- Must have no outstanding receipts or required refunds from previous services and equipment funding.

If you are deemed ineligible for federal student financial assistance due to sufficient resources, you may still qualify for the CSG-DSE. Contact Student Financial Services to discuss eligibility.

## *How to Apply*

1. **Meet with your Learning Strategist** or a recognized disability organization (e.g., CNIB) and have them complete Sections A to D of the application.
2. **Read and sign Section E** of the application.
3. **Submit detailed cost estimates** for each type of service and equipment requested:
  - For assistive services: Include official estimates with cost breakdowns, hourly rate, contact information, and credentials of the service provider.
  - For assistive equipment/technology: Include vendor quotes or screenshots of review carts for online purchases.
  - Submit receipts if services or equipment were purchased before applying.

**Keep a copy** of your application for future reference.

### *Deadline*

- Submit the completed form and all supporting documents as early as possible.
- All documentation must be received by Student Financial Services no later than six weeks before the end of your study period.

Incomplete forms will not be processed, and delays will occur if additional information is needed.

For further details, please set up an appointment with our Wellness team.

## **Connecting with the Wellness Team**

Everyone is welcome to meet with our Wellness team. Whether you are struggling with the transition to college, having trouble staying focused, managing a registered or non-documented learning disability, or just need a friendly ear to listen, we are here for you. Our doors are open Monday to Friday, and to make sure we can give you the best care possible, we recommend sending us an email to schedule a time to meet. We are always here for you.

## Orientation – Setting Up For Success

*Does the thought of transitioning from highschool to College cause some anxiety?  
Do you have questions that you haven't had the chance to ask?*

Whether you are registered with Accessibility Services or prefer smaller groups, Setting Up for Success is a pre-orientation event geared toward students who want to get to know the college in a more relaxed setting and learn tips and tricks to support their success. Please note, this event is not meant to replace the college-wide orientation, and we encourage you to attend both if you are comfortable.

Setting Up For Success is a small, intimate orientation hosted the day before our official orientation. During this time, you will have the chance to pick up your student ID card and welcome kit.

Led primarily by our On-Campus Counsellor and Learning Strategist, this program will guide you through a typical day on campus. It includes ice-breaker games, a review of the student handbook, a campus tour, and several information sessions. These sessions are designed to help you adjust to college life, with a focus on stress reduction, coping strategies, time management, and effective communication with your instructors.

Setting Up For Success is an invaluable opportunity for students with disabilities who are new to NBCCD. It offers a supportive, relaxed, and intimate setting where students can familiarize themselves with the college, ask questions, receive personalized attention, and build early connections. This event aims to help ensure a smooth transition and a more successful college experience.

We hope this Accommodations Handbook has provided you with valuable information and resources to support your success at NBCCD. For more detailed information on college policies, procedures, and additional resources, please refer to our [Student Handbook](#).

If you require further assistance or have any questions, please reach out to our Student Services team. Below, you will find the contact information for key members of our team who are here to support you throughout your academic journey:



**CAMILA VÁSQUEZ** ([camila.vasquez@gnb.ca](mailto:camila.vasquez@gnb.ca))  
**Student Services Manager**

Camila leads Student Services: admissions, marketing, communications, recruitment, the registrar's office, counselling, accessibility, student life, and library services. Leading her team collaboratively to support student success is important to Camila's work in developing empowered learners toward sustainable, creative careers.



**CANDACE HARE** ([Candace.Hare@gnb.ca](mailto:Candace.Hare@gnb.ca))  
**Registrar**

Candace manages the Registrar's Office, where you can request Confirmations of Enrolment, official transcripts, and get answers to any questions you have about enrolling for classes, completing your program, your online student portal, and more.

For any requests regarding the Registrar's Office, please email [NBCCDRegistrar@gnb.ca](mailto:NBCCDRegistrar@gnb.ca).



**JILLIAN ACREMAN** ([jillian.acreman@gnb.ca](mailto:jillian.acreman@gnb.ca))  
**Foundation Visual Arts Studio Coordinator, Instructor**

Jillian is the Studio Coordinator for the Foundation Visual Arts program. Students can visit her if they need to discuss their courses, attendance issues, switching courses or need help with their studies.



**MARIA GOLYTS** ([maria.golyts@gnb.ca](mailto:maria.golyts@gnb.ca))  
**Learning Strategist**

Maria Golyts is the Learning Strategist at NBCCD. She is responsible for the development and delivery of academic accommodations and learning supports to students.



**HANNAH POWER** ([hannah.power@gnb.ca](mailto:hannah.power@gnb.ca))  
**Student Life Coordinator**

Hannah is the Student Life Coordinator at NBCCD. She is responsible for the coordination of student activities and events, alongside ensuring that the voices and opinions of students are acknowledged and valued. Hannah is also the main contact for international students.



**KRISTI CLARKE** ([kristi.clarke@gnb.ca](mailto:kristi.clarke@gnb.ca))  
**College Counsellor**

Kristi's role at the college is to support students during their academic journey and provide an inclusive, safe, confidential place to share their concerns. Kristi is committed to supporting you on your journey through this exciting, and at times challenging, phase of your life.

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