

NBCCD

ACCOMMODATIONS

HANDBOOK

2025-2026



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MEET YOUR WELLNESS TEAM

Everyone is welcome to meet with the wellness team. Whether you are struggling with the transition to college, having trouble staying focused, managing a registered or nondocumented learning disability, or just need a friendly ear to listen, we are here for you.

Our doors are open Monday to Friday in the Main Building, 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 also host wellness and group events throughout the year. We are always here for you.



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SCOPE OF PRACTICE

College Counsellor

NBCCD counselling services provides short-term mental health services to FVA and diploma students. These services aim to promote a healthy and inclusive college through relationship building, education, support, and crisis intervention. Issues commonly addressed through brief or group counselling include:

MOOD OR ANXIETY ISSUES: depression, anger, perfectionism, performance anxiety, social anxiety, stress, self-defeating behaviours

TRAUMA: sexual assault, interpersonal violence, and developmental trauma

IDENTITY EXPLORATION: gender, sexual orientation, personal and/or cultural

RELATIONSHIP ISSUES: interpersonal conflicts, breakups, family concerns, loneliness, communication, and assertiveness training

ACADEMIC-RELATED ISSUES: procrastination, managing interpersonal conflicts with mentors, low motivation

SELF-ESTEEM AND BODY IMAGE: disordered eating, body dysmorphia

GRIEF AND LOSS: loss of a loved one, pet, family member

SUBSTANCE USE: alcohol, drug use, addictions

ADJUSTMENT DIFFICULTIES: transitioning to college, life skills, community resources

COVID-19: isolation, loneliness, depression, anxiety

CRISIS INTERVENTION: suicidal ideation, behaviour intervention, crisis management (de-escalation)

FINANCIAL CONCERNS: short term support for financial concerns in form of emergency bursaries (food cards, Ross Drug gift cards, referral for community counselling)

Learning Strategist

NBCCD is committed to providing an inclusive and collaborative learning environment to ensure the full participation of students, not only in the classroom but in all aspects of their educational experience. The Learning Strategist works with students and staff to facilitate student success in the following areas:

MOBILITY AND PHYSICAL ABILITY (*blindness/low vision, deafness/hard of hearing, mobility/ambulation*)

- LEARNING DISABILITIES**
Difficulties may be seen in:
- Oral and/or written expression
 - Reading skill/comprehension
 - Problem-solving
 - Reasoning
 - Interpreting social cues
 - Time management
 - Organization of tasks
 - Following direction
 - Short-term memory

- COGNITIVE AND EMOTIONAL FUNCTIONING**
- Consciousness (orientation, alert/drowsy, confusion etc.)
 - Executive functioning (planning, organizing, sequencing, calculating, judgment, problem-solving)
 - Language (oral, auditory, written comprehension or expression, disorganization)
 - Memory (ability to learn and recall information)
 - Perceptual (visual/spatial problems)
 - Attention or sustained concentration (distractible, unable to maintain concentration, poor short-term memory, ADHD)
 - Motor activity (increased or decreased goal-oriented activity, co-ordination, agitation, repetitive behaviour, lack of movement, psychomotor problems etc)
 - Motivation (lack of initiative, loss of interest)

- MENTAL HEALTH**
(*following consultation with College Counsellor*)
Excessive or inappropriate:
- Psychotic symptoms (delusions, hallucinations, thought disorders)
 - Emotional disturbances (depression/anxiety)
 - Motivation (loss of initiative or interest)
 - Impulse control

- ACTIVITIES OF DAILY LIVING**
(*if impacting academic success*)
- Personal care
 - Housing
 - Food security
 - Medical management
 - Transportation
 - Financial management

ACADEMIC SUCCESS AT NBCCD

Students with documented disabilities are eligible to receive academic accommodations. Services are voluntary and confidential, and early identification is encouraged. Accommodations can include but are not limited to:

TESTING & EXAM ACCOMMODATIONS

- Extended time
- Distraction-reduced or quiet testing environments
- Use of a computer for written responses
- Breaks during exams
- Use of assistive technology (e.g., screen readers, speech-to-text)
- Alternate exam formats (e.g., oral exams, large print)
- Reader or scribe support

INSTRUCTIONAL & CLASSROOM ACCOMMODATIONS

- Access to lecture slides or notes in advance
- Permission to audio-record lectures
- Use of laptops or assistive devices in class
- Captioned videos and accessible course materials
- Preferential seating (e.g., front of the class)
- Access to sign language interpreters (through CSG) or real-time captioning
- Alternative formats for handouts (e.g. digital text)

ASSIGNMENT & COURSEWORK ACCOMMODATIONS

- Extended deadlines for assignments
- Flexibility with attendance policies (for disability-related absences)
- Alternatives to in-class presentations (e.g., video submission)
- Use of spelling/grammar aids (e.g., Grammarly) without penalty

SUPPORT SERVICES

- Access to tutoring or academic coaching
- Learning strategist and academic coaching
- Counselling and mental health support
- Access to quiet study spaces
- Library support services
- Peer note-taking services
- Monthly Lunch & Learn presentations on topics of wellness, study tips, mindfulness, healthy sleep habits, and more

These accommodations are determined on a case-by-case basis, typically through a collaborative process involving the Learning Strategist, accessibility services office, documentation from a healthcare provider, and the student.

HOW TO SET UP AN INDIVIDUALIZED ACCOMMODATION PLAN

Academic accommodations are a voluntary service provided through student services. Students have the right to decline services at any time.

It is recommended that students complete these steps in advance of starting the new school year so accommodations can be provided at the start of classes.

Step 1: Initial Contact (By Student Or Referral)

CONTACT BY STUDENT: Student reaches out to the Learning Strategist to request accommodations or indicates their need at the time of application to NBCCD.

CONTACT BY REFERRAL: A student is referred to the Learning Strategist by the College Counsellor or an NBCCD Instructor.*

*Instructors must send an email connecting the Learning Strategist with the student so the Learning Strategist knows that the student has agreed to be connected.

Step 2: Complete Student Intake Form

Students are required to complete the intake form sent by the Learning Strategist (LS) either with the LS or independently. This form also serves as students’ consent for services necessary to proceed with accommodations.

Step 3: Provide Supporting Documents

Students are required to provide a copy of their Psychoeducational Assessment or Psychovocational Assessment (if completed by an eligible provider) to the Learning Strategist; **or**, ensure the Verification of Accommodation document sent by the Learning Strategist is completed by a qualified healthcare professional.

Note: Students’ supporting documents should be no more than 5 years old if completed before the student’s 18th birthday. Any documentation completed after age 18 is valid for life.

Step 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.

Step 5: Review and Sign IAP

The Learning Strategist will forward the Individualized Accommodation Plan (IAP) to ensure a student agrees with the proposed accommodations.

Note: If the student is not in agreement, they should connect with the Learning Strategist and/or their healthcare professional to discuss any concerns or questions.

Step 6: Sign Student Agreement

The student signs the Student Agreement. Accommodations are not valid without this signed agreement. Once all documents/forms are signed, the Learning Strategist will forward the agreed accommodations to the student’s relevant instructors and Studio Head. Instructors are required to sign the IAP to confirm they have read and understood its content.

Step 7: Annual Renewal

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

Step 8: Ongoing Support

Students are encouraged to meet regularly with the Learning Strategist to discuss their academic progress and any challenges.

CANADA STUDENT GRANT FOR SERVICES AND EQUIPMENT (CSGDSE)

Students with disabilities enrolled in a post-secondary program may be eligible for the CSGDSE, 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 CSGDSE. Contact [Student Financial Services](#) to discuss eligibility.

HOW TO APPLY

Step 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](#).

Step 2: Read and sign Section E of the application.

Step 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.

