



FREQUENTLY ASKED QUESTIONS

1. What happens to my son or daughter after the Disability Services forms are sent to the Intake Office?

Our Intake Coordinator creates a file and then sends it to the Disability Consultant working with the program the student will be attending. The Disability Consultant can then be contacted by the student for an appointment.

2. Can students contact their Disability Consultants or should they wait to be contacted first?

Students can contact their Disability Consultants by calling our Intake Coordinator at (416) 415-5000 extension 2622.

3. When is the best time to see a Disability Consultant?

Our hours are between 8:30 and 4:30 Mondays to Thursdays, and 8:30 to 4:00 on Fridays.

4. What is the difference between a pre-admissions assessment and a placement test?

The **pre-admission assessment** is designed to measure basic academic skills level to determine if students have the skills and aptitude necessary to successfully complete programs. There are two types of pre-admission assessments administered by the Assessment Centre: applicants who apply to any program as mature students; and, applicants to one or more of the more popular programs (called 'Oversubscribed' programs) at the College. In the case of 'Oversubscribed' program applicants, testing is mandatory because a process of "ranking" based upon test scores may be used to make admission decisions.

The following programs require all applicants to have their skill levels tested before admission:

- S102 - Orthotic/Prosthetic Technician
- S112 - Dental Hygiene
- S121 - Registered Practical Nursing

The **post-admissions or placement Assessment** is designed to place students into the English and/or Mathematics course level that is best suited to their needs. If students require preparatory English and/or Mathematics, they will be placed into a foundation-level course. If however, students do not need any

upgrading, they will be placed into our regular-level College English and/or Mathematics course(s). First-year students in most programs are required to have their skill-levels assessed before they can be registered into their English and/or math courses.

Placement testing is a requirement for all students* entering George Brown College. It is not an “Admissions Test”.

5. What is an accommodations package?

An accommodations package includes a list of accommodations that the student will have during tests and in classrooms. There is also a letter attached for the student’s professors explaining how the professor should take the student’s test to the Test Centre, and then pick it up later for marking.

6. Can all students get the same accommodations at each campus?

Yes, the Disability Services department is set up to offer the same accommodations across all campuses based on the students’ needs, related to their programs and disabilities.

7. When should a student reduce his or her course load?

Students should reduce their course loads before the drop/add dates. These dates can be found on the George Brown website under **Important Information for Students**.

8. What happens when my son or daughter drops courses?

Students who want to drop courses should make an appointment with their program coordinators first to discuss which course(s) to withdraw from without impacting negatively on their programs. This is because students may want to ensure that they don’t drop any courses that are pre-requisites for their next terms. Students must be aware of the deadlines for dropping courses without penalty, and make sure they withdraw before those dates. Disability Consultants can help students with the necessary paperwork to drop courses. Students will need to obtain a drop course form from the Registration department and get a signature from their program coordinators when dropping courses. Students can pick up the dropped courses at a later time, which may mean that they will need an extra semester or more in the summer or a subsequent year to complete their program requirements.

9. What is a scribe?

A scribe is an individual who writes out what a student dictates during a testing situation.

10. How does a student get a note taker?

The student’s Disability Consultant will help the student obtain a note taker.

11. Do students have to give out their accommodation forms to all of their professors?

No, students do not have to give out copies of their accommodations forms to all of their professors. There may be some classes where students do not require accommodations. However if students want classroom and test accommodations, they must give copies of their accommodation forms to their instructors.

12. Will professors know that my son or daughter has a disability and needs accommodations?

Professors will only be informed that students require accommodations once students present their accommodation forms to their professors.

13. Do students have to inform their professors if they are using their accommodations?

No, students are not under any obligation to inform their professors whether or not they are using accommodations, except in situations that involve the professor such as extra time and use of the test centre.

14. Is using a tape recorder always an accommodation that professors allow?

Students must ask their professors' permission to tape the lectures.

15. Will Disability Consultants make sure my son or daughter uses their accommodations?

No. It is incumbent on the students to use their accommodations.

16. When accommodations change, do students have to inform their professors?

Yes. Professors must be informed of the new accommodations they have to provide for students. Updated or new accommodation forms will be given to the students by the Disability Consultants. The students will then distribute copies of their accommodation forms to their professors.

17. How often should students get their accommodation forms updated?

Students should meet with their Disability Consultants every semester to get updated accommodation forms.

18. How does my son or daughter book their test accommodations?

Students must book their tests five to seven business days in advance. This does not include Saturdays and Sundays. St. James and Casa Loma students can do this by calling the test hotline at 416-415-2624 or emailing booktest@gbrownc.on.ca.

When booking tests, students must make sure they provide the following information:

- Name
- Student ID number
- Telephone number
- Date of test
- Start time of test
- Instructor's name
- Course name
- Classroom number (where the class will be writing the test)
- Length of test (if known)

Students should also make sure their professors know that they will be writing tests in the test centre.

Ryerson students book their tests by going to <http://www.ryerson.ca/accesscentre> and clicking on Tests/exams. The phone number for the test centre is (416) 979-5000, press 1 then extension 7932.

19. Will professors contact students if they miss classes to get them the work they missed?

No. Students must make their own arrangements to get the material they have missed and to inform their professors when they will not be attending class.

20. Will my son or daughter fail their courses if they do not submit their work on time?

If the penalty for not submitting work on time means that the student will fail an assignment, then the student will fail. Students should consult their course outlines to see what professors will do in case work is not submitted on time.

21. What is a placement?

A placement is an unpaid work experience in the students' field of study.

22. How does OSAP work?

OSAP (Ontario Student Assistance Program) is a loan to assist students to pay for their education. To apply for OSAP, students can go to https://osap.gov.on.ca/eng/eng_osap_main.html to find out more.

23. Where would my son or daughter pick up an OSAP cheque?

Once a student has been approved for OSAP, the funds are deposited into the students' bank accounts.

24. What can the Bursary for Students with Disabilities be used for?

Students with disabilities who are eligible for OSAP are also eligible for a bursary of up to \$10,000. Students do not have to be receiving OSAP - they only have to establish eligibility for OSAP to access this bursary. This money may be used to purchase the services of a tutor, reader or note taker; specialized transportation to and from postsecondary institution; technical aids or equipment (for hearing, vision, etc.); computers, hardware, software and accessories like printers and scanners; oral and sign interpreters; attendant care; learning disability assessments; and sometimes short-term counselling.

Request for use of this bursary must have the approval of George Brown College's financial aid officer. Approval is granted if the service or equipment requested is justified as a necessary accommodation for the student's success in their academic program. This decision is primarily made in consultation with the student and the Disability Services Consultant. It also depends on whether there is another source available to provide the financial aid – for example, WSIB. This bursary money does not have to be paid back; however, students will receive a T4 tax form and may have to pay taxes on the money received.

There is an additional \$2000 that students could apply for each year as a Canada Study Grants for Persons with Disabilities. This money can be used for any purpose - e.g., rent, food, books, etc. This is, again, done with the approval of the financial aid officer at the college and is based on financial need. To access this bursary, go to the Financial Aid department in the Student Service Centre located at the St. James and Casa Loma campuses.

[25. Does the BSWD pay for tuition and books?](#)

No it does not.

[26. If a student is not eligible for OSAP how can the student get a new psychological assessment?](#)

The student should meet with the Disability Consultant to discuss some options. There may be funding available through the students' parents' insurance. Other options include accessing assessments in the community which may be on a sliding scale.

[27. What kinds of information can parents discuss with a Disability Consultant?](#)

The Disability Consultants are not allowed to speak with parents about students unless the student allows this. The student is the one who specifies what information is allowed to be discussed with parents. This can only take place if the student has signed an informed consent form.