

Introduction

In 1982 the Province of British Columbia declared its commitment to educational access for students with disabilities with the following policy statement.

"It is the policy of the Ministry of Education that those disabled adults whose needs can be met by a public educational institution will have reasonable access to appropriate learning opportunities."

Programs and services for students with disabilities have grown and improved over the past decade. In 1990, the Adult Special Education (ASE) Review Project assessed the progress of ASE in British Columbia. It was noted that while there have been major improvements in educational access for students with disabilities, this segment of the population is still proportionately under-represented in British Columbia's post-secondary institutions.

As a result of recommendations by the ASE Review Project, the Resource Directory of Programs and Services for Adults with Disabilities in Public Post-secondary Institutions (formerly the ASE Resource Directory) was developed and is being updated regularly. The document is intended to provide concise information for potential students and their counselors, families, and referral agencies. It does not provide complete information, however, readers are directed to phone or write the appropriate contact person for more detailed information.

The directory is organized alphabetically by institution, with separate listings of services and programs. Any revisions for the Resource Directory should be forwarded to:

**Marissa Thola, Education Officer
Private Institutions and Developmental Programs Branch
Post Secondary Education Division
Ministry of Advanced Education
PO Box 9177 Stn Prov Govt
Victoria BC V8W 9H8
Phone: (250) 387-6174 Fax: (250) 356-8851**

Programs for Students with Disabilities at Public Post-Secondary Institutions

ASE programs are available to individuals with permanent disabilities or combinations of learning difficulties that hinder scholastic success in regular post-secondary program offerings.

ASE programs vary from institution to institution, although employment preparation is a commonly shared key component. Many of the post-secondary institutions with ASE programs offer a combination of employment training courses as well as basic academic and personal success skills training.

Program offerings at post-secondary institutions include:

- employment preparation
- vocational skills training
- academic skills development
- personal success skills development

Most institutions offer specialized ASE programs, which are listed on the following pages. These listings are not comprehensive – they are intended to give the reader a general idea of what is available. More detailed information can be obtained from the contact person for each institution or from the institution's calendar, most of which are available on-line.

Services for Students with Disabilities at Public Post-Secondary Institutions

Public post-secondary institutions in British Columbia are continually in the process of evaluating and upgrading the services that are offered to students with disabilities. Although the level and type of service may vary from one institution to another, the following services are generally (depending on the nature of the disability) available at most public post-secondary institutions:

Transition Services, which include:

- visits with students in secondary schools and other settings
- orientation to campus
- liaison between students and instructors
- exit planning

Support Services, which include:

- readers
- note takers
- tutors
- interpreters
- personal, educational and career counseling
- exam adaptation
- preferred parking

Special Equipment and Resources, which include:

- CCTV
- access to taped books
- some access to large print books
- computers with screen readers and large print systems
- tape recorders
- TTY/TDD
- referrals to Assistive Technology BC (AT-BC)

In addition to the above list, each institution offers other specialized services which are listed on the following pages. These listings are not comprehensive – they are intended to give the reader a general idea of what is available. More detailed information can be obtained from the contact person for each institution.

It should be noted that, in order to secure the support services necessary for student success, most institutions advise students with disabilities to contact disability services personnel four to six months before starting classes.

Possible Funding

Canada Study Grants for Students with Permanent Disabilities (CSG-PD)

The Canada Study Grant program for students with permanent disabilities is designed to help students overcome educational barriers that they may have due to their permanent disability. Students may be eligible to receive a non-repayable federal grant (for up to \$8,000 per program year) to purchase adaptive equipment and support services to help access public or private post-secondary institutions.

CSG-PD funding can be used for (if these services are not provided by your school):

- sign language interpretation;
- tutors (specialized tutors only);
- note-takers;
- readers;
- attendant care for studies (while at school);
- specialized transportation to and from institution only (Ministry approved specialized transportation only);
- alternate formats (e.g. large or Braille print);
- technical or recording equipment, including Braille, talking calculator and tape recorders;
- computers and other technical aids;
- 75% of the cost of a Learning Disability Assessment - up to \$1,200 (if the assessment meets ministry criteria).

CSG funding cannot be used for:

- living expenses;
- tuition and books;
- vehicle modifications, alterations for educational institutions or residences;
- a replacement of institutional funds, if institutional funds are available.

Adult Basic Education Student Assistance Program (ABESAP)

The Province of British Columbia provides funding through ABESAP in the form of a grant to those Adult Basic Education (ABE) students who can demonstrate financial need. A program designed to cover direct educational costs for students enrolled in programs such as:

- academic upgrading
- pre-vocational
- English language training
- Adult Special Education

Contact the Financial Aid Office at any public post-secondary school to apply for ABESAP. Students can receive funding for tuition, books, and supplies and, in some cases, transportation.

Assistance Program for Students with Permanent Disabilities (APSD)

The Province provides Grants up to \$10,000 to students with disabilities to purchase goods and services for assistance in accessing post-secondary education. Students requiring attendant care services may

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for Students with Disabilities in Public Post-Secondary Institutions**

receive grants up to \$12,000. Grants cannot be used to pay for tuition or books. Students must have exhausted other funding options before applying for this program.

Employment Program for Persons with Disabilities (EPPD)

EPPD services include assessments and planning, employment-related training, work placement, employment crisis services, assistive technology and disability supports for persons with disability related barriers to employment. Disability and assistive technology supports include aids for hearing seeing, mobility or agility; adaptations to computer hardware and software. EPPD services also include self-employment component to assist clients in establishing and operating their own businesses. For more information about EPPD, please follow this link: <http://www.mhr.gov.bc.ca/pwd/eppd.htm>.

For more information about student funding and access to funding applications please view our [Student Financial Aid website](#).

Assistive Technology BC

Contact Person(s): Gladys Loewen, Program Manager
Address: 108-1750 West 75th Ave Vancouver BC V6P 6G2
Phone: (604) 264-8295
Fax: (604) 263-2267
E-mail: info@at-bc.ca
Website: <http://www.at-bc.ca>

Mandate

AT-BC's mandate is to provide technology support services in order to reduce barriers caused by the disability in meeting educational and employment goals. Through this program, adults with disabilities who are post-secondary students and/or clients of EPPD are eligible for special technology support services. These services include assessment, consultation loan of adaptive technology and training on the use of technology, all of which facilitate independence with reading, writing, and communication within learning and work situations.

Guidelines for Eligibility

Applicant

Clients of EPPD or BC post-secondary students who have a verifiable permanent disability and demonstrate financial need.

Referring Agent

EPPD Consultants or designated post-secondary contact persons.

Summary

AT-BC provides services to persons with disabilities under three different contracts:

1. The EPPD (Employment Program for Persons with Disabilities) is a contract through the Ministry of Employment and Income Assistance to provide the loan of adaptive technology for persons with disabilities who have been approved for EPPD services. The purpose of this loan bank of adaptive equipment is to assist adults with disabilities to prepare for and obtain employment.
2. Students who demonstrate financial need through the BC student loan process are eligible to receive funding through the Canada Study Grant for Person with Disabilities (CSG-PD), a federal program managed by the Ministry of Advanced Education. AT-BC is authorized to provide the adaptive technology for CSG-PD eligible students. The purpose of this program is to reduce barriers for students in diploma or degree programs in meeting their educational goals.

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3. Public post-secondary institutions are also eligible for loans of adaptive equipment to increase on site access for students with disabilities through PILAT (Programs for Loans of Adaptive Technology) through the Ministry of Advanced Education. These loans are used in cases of low incidence where purchase of equipment would be an onerous or unnecessary expense, or where the institution is planning on purchasing the technology and requires technology immediately while waiting for the order to arrive.

Criteria

- The individual has a verifiable permanent physical disability and/or sensory impairment, which significantly interferes with access to post-secondary education or employment.
- The physical disability or sensory impairment is the primary factor preventing the individual from meeting educational/vocational goals.
- The individual is:
 - enrolled or is in the process of enrolling in a minimum of two credit courses* in each of two semesters of an academic year in a post-secondary institution or,
 - is seeking training or employment support through EPPD.
- The individual requires adaptive technology to eliminate barriers caused by the disability.
- The referring agency can demonstrate that it has developed and is implementing an educational/vocational plan with the individual, which includes strategies for addressing needs arising from the disability.
- The referring agency can demonstrate that it is using its own resources and community supports in implementing the applicant's educational/vocational plan.
- The referring agency agrees to work with program staff in incorporating technical and/or non-technical accommodations into the educational/vocational plan.

*** Exceptions may be considered on a case by case basis. Such requests must be accompanied with appropriate rationale.**

BC Institute of Technology

Services

Contact Persons
(Disability Resource
Centre):

Coomber, Shirley, Vocational Rehabilitation Specialist
Davidson, Joyce, Administrative Assistant / Interpreting
Supervisor
McLauchlan, Derek, Learning Specialist
Pelly, Lorena, Vocational Rehabilitation Specialist /
Interpreting Coordinator
Phipps, Judy, Reception Specialist, Invigilation
Coordinator
Young-Jones, Linda, Vocational Rehabilitation
Specialist

Post-Secondary Communication Access Services
(PCAS)

Arnell, Marna, Acting Coordinator
Coomber, Shirley, Coordinator
Piper, Deloris, Facilitator

Address: British Columbia Institute of Technology
3700 Willingdon Ave
Burnaby BC V5G 3H2

E-Mail: drc@bcit.ca

Office Location: Student Services, 2nd Floor, Building SW1

Phone: (604) 451 -6963

Fax: (604) 431-0724

TTY: (604) 432-8954

Website: <http://www.bcit.ca/drc/>

How to Access the Disability Resource Centre (DRC)

- Book an appointment by calling (604) 451-6963 or TTY (604) 432-8954.
- Provide most recent educational record.
- Documentation/Assessment of disability is required for support services.

Special Services/Equipment Available to Students

DRC supports students with disabilities in attaining their educational and vocational goals. Career, educational and vocational rehabilitation counseling is offered related to course/program interests. In addition, accommodations such as alternate format books, interpreting services, exam accommodations, access technology, etc. can be provided with appropriate documentation.

Interpreting Services

Students should request interpreting services at least four months before classes start to ensure their language needs are met.

Alternate Format Texts and Adaptive Technology

Students should apply for taped textbooks and/or adaptive technology at least four months before the beginning of classes.

Post Secondary Communication Access Services (PCAS)

Contact Persons:	Marna Arnell PCAS Acting Coordinator	Shirley Coomber PCAS Coordinator
Address:	British Columbia Institute of Technology 3700 Willingdon Ave Burnaby BC V5G 3H2	British Columbia Institute of Technology 3700 Willingdon Ave Burnaby BC V5G 3H2
E-mail:	marna_arnell@bcit.ca	shirley_coomber@bcit.ca
Phone:	(604) 451-6933	(604) 432-8301
Fax:	(604) 431-0724	(604) 431-0724
TTY:	(604) 451-6955	(604) 451-6955

PCAS is housed at the British Columbia Institute of Technology and provides resources and support on issues related to the provision of services for students who are deaf, hard of hearing or deaf blind, and who are attending or planning to attend post-secondary institutions in British Columbia.

**Camosun College
Lansdowne and Interurban Campuses**

Services

- Camosun College provides services to post-secondary students with a wide range of disabilities

Contact Person(s):	Disability Resource Centre	Disability Resource Centre
Addresses:	Lansdowne Campus 3100 Foul Bay Rd Victoria BC V8P 5J2 Office Location: 202 Dawson Building	Interurban Campus 4461 Interurban Rd Victoria BC V8X 3X1 Office Location: 205B & 210 Campus Centre
Phone:	(250) 370-3312	(250) 370-4049
TTY:	(250) 370-3311	(250) 370-4051

Website: <http://www.camosun.bc.ca/>

How to Access Student Services

- provide documentation of disability.
- phone (250) 370-3312 at Lansdowne or (250) 370-4049 at Interurban to schedule an appointment for intake assessment.

Special Services/Equipment Available to Students

- assistance with college entry, college placement tests
- accessibility information and assured access to classrooms
- liaison with instructors
- exam accommodations
- interpreting services
- access mentors (readers, scribes, mobility aides)
- referral for specialized equipment
- computer with electronic speech articulator, magnification software
- visual tek enlarger
- FM devices and looping systems
- scanner
- variable speed 4-track tape recorders
- talking calculator
- amplified telephone handsets

ACCESS TO EMPLOYMENT TRAINING PROGRAMS (ASE)

Contact Person(s): David Greig
Program Leader and Employment Training Program
Instructor

Addresses: Interurban Campus
Interurban Rd
Victoria BC V8X 3X1
Office Location: Portable 102A

Phone: (250) 370-3845

Fax: (250) 370-3750

E-mail: greig@camosun.bc.ca

Website: <http://www.camosun.bc.ca/access/ase>

Or contact one of the Employment Training Program Instructors.

Camosun College Programs-Interurban Campus

Two career training programs are available on a full or part time basis. Programs are specifically designed for those students who are unable to meet the entrance requirements for other college programs in these areas and, for whom upgrading is not a choice or viable option, but who wish to obtain basic, entry-level employment skills. For program requirements see Camosun College's website: <http://www.camosun.bc.ca/access/ase>

To obtain Program Certification students must complete five courses in the specific program of their choice. Students are also able to obtain specific certificates in Superhost, First Aid, CPR, WHMIS, and Food Safe. As well, both programs promote Customer relations and teamwork, knowledge of basic office equipment, cash register operations, and materials handling.

Application Deadline:	Prior to the program start date
Start Dates:	The programs have two commencement dates, October and February in each year. However, Students can enter the program on a continuous basis during the year as vacancies occur.
Length:	4 months (Oct-Jan) 4months (Feb-May)
Schedule:	Monday-Thursday: 9:00am to 3:00pm; Friday: 9:00am-12:00pm
Class Size:	14 students per program
Fees	Application fee: \$35.00

Full tuition including all student ancillary fees and benefits is approximately \$200.00 per month. See Camosun website for individual course fees. <http://www.camosun.bc.ca/program/access>

Financial Aid may be available to eligible students. Contact David Greig, Program Leader, at Interurban Campus (250) 370-3845.

How to Apply: Applicants must schedule and complete an intake interview with an Employment Training Program instructor.

Food Services Training and Customer Service

This program prepares students for entry level employment in the food services industry. The course combines classroom and lab instruction, individualized hands-on training and work experience.

Courses

ASE 021 Essential Skills for Employment

ASE 022 Effective Job Search Skills

ASE 025 Work Experience

ASE 026 Certification

ASE 032 Food Services

Gardening and Customer Service

This program offers hands-on training in gardening and greenhouse skills, utilizing an on-site greenhouse, gardens, and a large landscape area. Along with intensive classroom instruction, students participate in campus gardening projects and community work experience placements. Students learn skills for entry-level employment in the horticulture industry.

ASE 021 Essential Skills for Employment

ASE 022 Effective Job Search Skills

ASE 025 Work Experience

ASE 026 Certification

ASE 032 Basic Horticultural Topics

Capilano College

Services

Contact Person(s):	Dr. Jan Shiell Disability Services Officer	Mr. Lucas Foss, Disability Services Advisor
Addresses:	Capilano College 2055 Purcell Way North Vancouver BC V7J 3H5	Capilano College 2055 Purcell Way North Vancouver BC V7J 3H5
Phone:	(604) 990-7870	(604) 983-7504
Fax:	(604) 990-7902	(604) 990-7902
E-mail:	jshiell@capcollege.bc.ca	lfoss@capcollege.bc.ca

Website: <http://www.capcollege.bc.ca/>

How To Access Student Services

- Telephone Sandra at (604) 983-7526 for an appointment.
- Provide documentation of disability.
- For alternative format version of textbooks, and for interpreter services, submit request at least four months before beginning program.

Special Services/Equipment Available to Students

- Assistance in accessing development of an educational plan
- Transitional & accommodation planning
- College orientation
- Assistance with admission and registration procedures
- Health care supports
- Learning Specialist services
- Instructor notifications
- Exam invigilation
- Photocopy cards
- Alternative format texts (CILS)
- Parking passes
- Lockers
- Braille
- CCTV (2)
- Adaptive Technology work Station – library
- TDD (2)
- Exam and classroom accommodations
- Interpreting services
- Assessment service
- Assistance in accessing equipment and services through the Canada Study Grant (CSG) and the Assistance Program for Students with Disabilities (APSD)

Capilano College Programs

Alternative Career Training

Contact Person(s): Laverne Thompson
Coordinator

Address: Capilano College
2055 Purcell Way
North Vancouver BC V7J 3H5

E-Mail: lthompson@capcollege.bc.ca

Phone: (604) 984-1711

Fax: (604) 984-1718

Website: <http://www.capcollege.bc.ca/>

This program provides pre-employment skills and exploration opportunities into the work world for severely learning disabled, physically handicapped, and mildly mentally handicapped students. Students learn basic life skills with focus on decision-making and problem solving. An introduction to computers is included.

Job skills are individualized to specific work sites dependent upon abilities, aptitude and interests of students. There are up to 4 work placements lasting 3 to 5 weeks each. Students may repeat this program once to identify work area strengths. This is a tuition free program.

Program Details:

Application Deadline: May (March/April is preferred)

Start Dates: September

Length: 8 Months

Schedule: Monday to Friday, 9:00 am to 3:00 pm

Class Size: 13 Students

How to Apply

1. Provide referral
2. Participate in intake interview
3. Participate in follow-up
4. Contact Jann Gibbs, Program Marketer (604) 986-1911 local 2202 and/or Laverne Thompson, ASE Coordinator (604) 984-1711.

Pre-Occupational Skills Training Program (POST)

The POST program is a combination of classroom instruction and practical application in the community. Work experiences take place throughout the program and constitute 50% of the program. The desired outcome of this program is paid employment. Entry is by referral and interview. Candidates are interviewed by the program faculty. Interviews take place between May and September of each year. Contact Laverne Thompson, ASE Coordinator at (604)984-1711. This is a tuition free program.

SARAW Program

This is a Speech Assisted Reading, Writing, and Math program, offering literacy upgrading to people who have physical disabilities with limited or no speech and may rely on the use of technical communication devices. Classes are held over two semesters offering students a self-paced instruction in a variety of time slots. Students must attend a minimum of 20 hours per week, arrange their own transportation and are responsible for their personal care issues.

Contact the Coordinator of SARAW, Lucas Foss at (604) 983-7584 for information on program intake and funding procedures.

**College of New Caledonia
Prince George Campus**

Services

Contact Person(s):	Halina Suwala, College Access Instructor	Melhina Dragusica
Address:	College of New Caledonia 3330 22nd Ave Prince George BC V2N 1P8	College of New Caledonia 3330 22nd Ave Prince George BC V2N 1P8
Phone:	(250) 561-5848, local 248	(250) 561-5848, local 250
TTY:	(250) 562-2131, local 852	(250) 561-5848, local 852
E-mail:	millerf@cnc.bc.ca / suwala@cnc.bc.ca	dragusica@cnc.bc.ca

Website: <http://www.cnc.bc.ca/>

How to Access Student Services

Prospective students are encouraged to contact the College Access Instructor or a College of New Caledonia counselor. Referrals from advocates, school or agency personnel are welcomed.

It is strongly recommended that prospective students contact the College at least six months in advance.

Special Services/Equipment Available to Students

Access Services

- Available to prospective students who are entering College of New Caledonia.

Learning Assistance Services

- Available to registered students with specific learning problems or support needs.

Equipment

- Optalec reader (2)
- laptop computer (4)
- reading edge stand alone scanner
- four track tape recorder
- zoom text
- "Big Eye" lamps
- magnifier screens for computer monitor

**College of New Caledonia
Prince George Campus**

Programs

Contact Person(s): Chris Gibson
Instructor
Address: College of New Caledonia
3330 22nd Ave
Prince George BC V2N 1P8
Phone: (250) 561-5836
E-mail: gibsonc@cnc.bc.ca

Techniques for Access, Reaching Goals and Employment Training (TARGET)

Website: <http://www.cnc.bc.ca/>

The TARGET program teaches students skills which will help them succeed in future supported employment situations. This program combines classroom instruction with work experience placements. Course content includes:

- Basic Employment Skills Training: Work attitudes and expectations, general work skills, safety, conflict resolution
- Communication and Interpersonal Relations: Conversation skills, relationships, assertiveness, community interactions, problem solving.
- Success Strategies: Personal maintenance, values and self-esteem, rights and responsibilities, time management, goal setting, critical thinking, resumes and interviews, adapting non-work life to support employment success.
- Work Interest Assessments: Data will be gathered from a wide range of sources
- Work Experience Placements: Students will participate in work experience placements for approximately two days per week.

Program Details

Application Deadline: Applications are received at anytime
Start Date: Continuous intake (as seats become available)
Length: 9 Months (September to May)
Schedule: Monday to Friday, 9:00 am to 2:30 pm
Class Size: 12 Students

How to Apply

- Contact the Program Instructor to arrange personal interview.

**College of New Caledonia
Prince George Campus**

Programs

Contact Person(s): Earl Krushelnicki,
Instructor
Address: College of New Caledonia
3330 22nd Ave
Prince George BC V2N 1P8
Phone: (250) 562-5848, ASPEN Mailbox 224
E-Mail: krushelnicki@cnc.bc.ca

Job Education and Training

Website: <http://www.cnc.bc.ca/>

This program is offered to adults with developmental disabilities who want to pursue employment. It teaches skills necessary to independently find and keep a job. Such skills include:

- job orientation
- job search
- interview skills
- job maintenance skills
- assertiveness and interpersonal skills

The program includes unpaid entry-level job placements. Each student participates in 3 job trainings, lasting 4 weeks, 40 hours per week.

Program Details

Application Deadline: Late May for September start (applications accepted anytime)
Start Date: September
Length: 9 Months
Schedule: Monday to Friday, 9:00 am to 3:00 pm
Class Size: 12 Students

How to Apply

- Contact the Program Instructor to arrange personal interview.

**College of New Caledonia
Quesnel Campus**

Services

Contact Person(s): Elana Borsato
Access and Disability Support Services

Address: College of New Caledonia
488 McLean St
Quesnel BC V2J 2P2

Phone: (250) 991-7500, local 511

E-mail: borsatoe@cnc.bc.ca

Website: <http://www.cnc.bc.ca/>

How to Access Student Services

Prospective students are encouraged to contact the College Access/Disability Support Services Instructor or a College of New Caledonia counselor. Referrals from advocates, school or agency personnel are welcomed.

It is strongly recommended that prospective students contact the College at least six months in advance.

Special Services to Students

Access Services

- Available to prospective students with specific learning problems or support needs.

Learning Assistance Services

- Available to registered students with specific learning problems or support needs.

**College of New Caledonia
Quesnel Campus**

Programs

Contact Person(s): Dougal Hines, Instructor
Address: College of New Caledonia
488 McLean St
Quesnel BC V2J 2P2
Phone: (250) 991-7500
Fax: (250) 991-7502

Job Education and Training Program

This program prepares graduates for entry-level positions in the workforce. There are five courses offered which are focused on employment skills. Students alternate their classroom theory with job training provided by interested employers.

The courses included are:

- job orientation
- assertiveness and interpersonal skills
- interview skills
- job maintenance skills
- job training

Students exiting the program move on to paid entry-level employment, further job training or specific upgrading.

Program Details

Application Deadline: Applications are accepted year-round; complete program package from beginning of September until the end of May.
Start Date: Early September
Length: 9 Months
Schedule: Monday to Thursday, 8:30 am to 2:30 PM Fridays
8:30 am to 11:30 am
Class Size: 12 Students

College of the Rockies

Services

Contact Person(s): Kevi Remple, Disability/Learning Specialist

Address: College of the Rockies
PO Box 8500
Cranbrook BC V1C 5L7
Office Location: Student Access Centre

E-Mail: remple@cotr.bc.ca

Phone: (250) 489-2751 Local 283
1-877-489-2687 (Toll free)

Fax: (250) 489-1790

TDD: (250) 489-8218

Website: <http://www.cotr.bc.ca>

How to Access Student Services

- contact the Disability Specialist
- lead time for services depends on the individual need: anywhere from a week for exam adaptations to several months for interpreters

Special Services/Equipment Available to Students

- Assessments
- Orientation to the College
- Registration/timetabling assistance
- Mobility assistance
- exam accommodations
- Course materials in alternative formats
- Note taker/text reader
- Technical aids and adaptive equipment
- Tutoring
- Study strategies
- Interpreting services for students who are deaf
- Captioning
- Referral to existing College resources and/or community resources
- Instructor liaison
- Short-term personal counseling

**College of the Rockies
Cranbrook and Creston Campuses**

Programs

Contact Person(s): Kevi Remple,
Disability/Learning Specialist

Address: College of the Rockies
PO Box 8500
Cranbrook BC V1C 5L7

Phone: (250) 489-2751 Local 283

TDD: (250) 489-8284

E-mail: remple@cotr.bc.ca

**Access Education Transitions Program
(formerly Occupational Orientation Program)**

Website: <http://www.cotr.bc.ca/>

The Access Education Transitions Program provides education, skills and training in a variety of areas to enable individuals to become more self sufficient in their home and community.

Students and instructors develop an individualized program plan from Academics, Residential, Social, and Vocational options.

Course selection is based upon the individual student's needs, taking into account the student's preference and interests and may include courses from the following list:

Academics

- Money
- Banking and Budgeting
- Time management
- Reading and Writing
- Simple Math and Calculators

Residential

- Nutrition
- Meal Planning and Preparation
- Consumer Education
- Grocery Shopping
- Household Maintenance
- Laundry
- Preparing for a Move

Social / Communication / Recreation

- Personal Awareness
- Interpersonal Relationships
- Community Awareness
- Human Sexuality

Vocational

- Job Preparation
- Horticulture Worker
- Work Exploration
- Job Search Skills
- Computer Literacy

Programs Details

Application Deadline: Applications are accepted year-round.

Start Date: September and January

Length: According to Individual Student Need

Schedule: Students can attend on a part-time or full-time basis Monday to Friday.

Class Size: 16 Students

How to Apply

1. Contact the Access Education Transitions Program Instructor at the Cranbrook or Creston Campus.
2. Participate in assessment and program planning meeting.

Douglas College

Services

Contact Person(s):	Daniela Pacheva, Coordinator, Centre for Students with Disabilities Room 4600	Deb Victor Learning Specialist on Site Room A1070
Address:	New Westminster Campus Douglas College PO Box 2503 New Westminster BC V3L 5B2	David Lam Campus Douglas College 1250 Pinetree Way Coquitlam BC V3B 7X3
TTY:	(604) 527-5450	(604) 527-5450
Office:	(604) 527-5486	(604) 777-6180
E-mail:	pachevad@douglas.bc.ca	victord@douglas.bc.ca
Website:	http://www.douglas.bc.ca/	

How to Access Special Services

- Students requesting disability-based services and accommodations must present comprehensive, qualified, and current documentation that they have one or more impairments, which substantially limit one or more of their major life activities related to the request.
- Interview with the Centre for Students with Disabilities coordinator or learning specialist to determine eligibility for specific services. Eligibility for services is determined upon: documentation of the individual's impairment and functional limitations, federal and provincial regulations and college policies, as well as the individual's past experience with successful accommodations.
- Students who require services should contact the Centre at least three months prior to the semester they wish to attend at Douglas College.

For general information about services and programs, contact New Westminster campus at (604) 527-5486 or David Lam campus at (604) 777-6180.

Special Services/Equipment Available to Students

- Formal and informal identification of learning strengths and needs
- Instructional recommendations based on assessments
- Educational support for completing course requirements (tutoring, study skills, exam preparation)
- Sign language interpreters
- Readers/scribes
- Individualized accommodations and adaptation for exams
- Note-taking assistance and free NCR paper for lecture notes
- Transcriptions of materials to accessible format (Braille/Audio Tape)
- Ordering equipment and alternative formats
- Consultation and advocacy throughout the campus community
- Liaison with community-based disability service agencies
- Temporary accessible parking permits
- Referral to other college and community services

Learning Specialists

- recommend and facilitate implementation of accommodation
- assist with development of study skills and compensatory strategies to help students meet course requirements
- may conduct psycho-educational assessments when appropriate to find learning strengths and weaknesses
- instructors specialize in deafness and learning disabilities
- workshops

Equipment

- F.M. device and looping
- reader/scanner
- Braille
- Braille printer
- Braille dictionary
- JAWS and DecTalk Express
- spellcheckers, talking calculators, decoders
- talking computers
- zoomtext
- adaptive computer lab
- speech system
- CCTV

Douglas College

Programs

New Directions

Contact Person(s): Jacquie Arndt
Program Coordinator

Address: Douglas College
700 Royal Ave
New Westminster BC V3L 5B2

Office: (604) 527-5486

E-mail: arndtj@douglas.bc.ca

Phone: (604) 527-5118

Fax: (604) 527-5095

Website: <http://www.douglas.bc.ca/BOEP>

New Directions provides preparatory skills and educational support for adults with head injuries who are entering academic or career programs at post-secondary institutions. The program has two components, the Skills Development Course and the Learning Lab.

Skills Development Course

This course is for students who would like to begin or re-enter a program of college study, but find they need personal, vocational and learning skills development. Skills are developed in many areas including:

- problem solving techniques
- note taking and listening skills
- memory strategies
- stress management
- organizational skills
- time management
- academic reading and research skills
- test-taking techniques
- assertiveness training

Students will also work on setting realistic educational goals and will develop a personalized learning plan, which can be used in future educational programs.

Learning Lab

The Learning Lab provides structured support and skills development for students with head injuries who are already registered at Douglas College or at another post-secondary institution. Individual assistance is provided for completing assignments, reviewing and organizing notes, preparing for exams and other tasks related to students' current course work.

Program Details

Application Deadline:	Fall Program - August Winter program - October
Start Dates:	Fall Program - Early September Winter Program - Early January
Length:	One Semester - 15 weeks
Schedule:	Varied, contract instructor.
Class Size:	Skills Development: 12 students maximum Learning Lab: variable numbers based on student need
Fees:	Contact the Instructor for information. Many students are eligible for tuition support.

How to Apply

For more information about eligibility and application requirements contact the Instructor, Jacquie Arndt at (604) 527-5118.

Career and Employment Preparation for Adults With Disability

Contact Person(s):	Mabel Izat, Instructor Career and Employment Preparation Program
Address:	Douglas College PO Box 2503 New Westminster BC V3L 5B2
Phone:	(604) 527-5692
Fax:	(604) 527-5095

Website: <http://www.douglas.bc.ca/BOEP>

The Career and Employment Preparation Program is designed for students who wish to identify and clarify career goals based on their interests and abilities. Interested individuals are encouraged to attend a n information interview; contact the instructor for time and dates. The CAEP Program will be helpful for students who wish to:

- make a career plan;
- develop study skills and self-management skills for a successful transition to further education;
- gain more work experience;
- explore vocational training options;
- learn and practice the skills to maintain an employment situation;
- identify and practice useful stress management skills for a higher level of employment performance;
- learn and practice communication skills for the workplace;
- explore the use of accommodations in the classroom and workplace; or,
- learn more about the job market and employer's expectations.

The program includes an introduction to the use of computers.

Program Details

Application Deadline:	Fall Program - June Winter Program - December
Start Dates:	September and January
Length:	15 weeks
Schedule:	Full time: Monday to Friday (some flexibility for students who find this a tiring schedule)
Class Size:	12 students
Fees:	Contact the Instructor. Most students are eligible for tuition support.

How to Apply

1. Contact Mabel Izat (604) 527-5692 at Douglas College for information about the program.
2. Complete the application form and submit to registrar's office, with application fee.
3. Attend an information session.
4. Participate in an intake interview with Program Instructor.

Basic Occupational Education (BOE) Program

Contact Person(s):	Mr. Bob Logelin Coordinator
Address:	Douglas College PO Box 2503, 700 Royal Ave New Westminster BC V3L 5B2
Phone:	(604) 527-5126

Website: <http://www.douglas.bc.ca/BOEP>

The Basic Occupational Education Program is designed for students with special learning needs, which may prevent them from taking traditional college courses. BOE students learn the work skills and work habits required in industry, in order to obtain employment. Upon completion of the BOE Program, students are often supported through community transition agencies, and industry, to identify and develop job opportunities specific to their training. The BOE program stresses individualized hands-on training. Students may enter the program at any time throughout the year providing space is available.

Electronic and General Assembly (EA)

EA assists students to learn the skills necessary for entry-level employment in the electronic, mechanical and general manufacturing industries. Students work with a variety of hand tools to assemble printed circuit boards, hardware and mechanical components. Upon completion, students may obtain employment in the electronics industry, in addition to other industries assembling bicycles, light fixtures, furniture, and a wide array of additional assembly jobs.

EA skills taught include, among others:

- electronic component preparation
- packaging and labeling
- circuit board assembly
- wire and cable assembly
- mechanical and hardware assembly
- soldering
- team participation
- self discipline
- workplace communication

Retail and Business Services (RB)

RB students learn the skills necessary to obtain entry-level employment in the business and retail sectors, with an emphasis on retail. Training focuses on routine clerical duties as performed in business and duties related to employment in retail and wholesale business environments. Graduates have obtained employment in a wide array of businesses.

RB skills taught include, among others:

- quality control and record keeping
- keyboarding
- basic data entry
- UPC Coding systems
- customer service
- pricing and labeling
- stocking and facing
- shipping, receiving
- stocking, shipping, receiving
- faxing, photocopying and collating mail room duties
- workplace communication

Food Services (FS)

The FS program prepares students to work at entry-level jobs in the restaurant industry. Training emphasizes dish washing, bussing, pot scrubbing, and kitchen maintenance. Students may also be introduced to basic food preparation and customer service skills. FS graduates have found employment at numerous locations throughout the lower mainland.

FS skills taught include, among others:

- dish washing
- pot scrubbing
- bussing
- workplace communication
- customer service, introduction to WHIMIS
- kitchen maintenance, safety
- Food safe

Graduation

In order to graduate, in any of the three options, students are expected to complete 10 months (on average) of training, which includes classroom, laboratory (hands on practice), and work experience (practicum) on employer sites. Students are required to complete at least two successful practicum experiences in order to graduate. An average of 81 percent of students obtain employment upon or soon after graduation.

Program Details

Application Deadline: No deadline, however applicants should be advised to apply early.

Start Dates: Year round

Length: 10 months¹², on average.

Schedule: Full time, five days per week.

Class Size: 10-15 students per option

Fees: Contact the coordinator for information. Funding available for most students.

How to Apply

1. Complete a college application form.
2. Contact the BOE Program Coordinator at (604) 527-5126.
3. Applicants will have an assessment interview at the College.

Consumer and Job Preparation for Adults with Special Needs

Contact Person(s): Jean Emmerson
Faculty

Address: Douglas College
PO Box 2503
New Westminster BC V3L 5B2

Phone: (604) 527-5171

Website: <http://www.douglas.bc.ca/BOEP>

The Consumer and Job Preparation program is designed for students with developmental disabilities to learn the personal, social and work skills needed to get and keep a job and to use community services. Students assess their interests and skills in class and try three different jobs at month long work placements.

Employment/Career Opportunities

The program provides students with a transition to entry-level work, further vocational training, or volunteering. Students may go on to training in Food Services, Assembly, Childcare, Warehousing, Automotive, Retail, Business or Supermarket careers. Graduates of the program have been employed in offices, stores, nurseries, food courts, restaurants, warehouses, factories, and at many other sites.

Admission Requirements

Students do not require reading and writing skills, but must have a method of communication. The College can provide interpreters for students with hearing impairments who are competent in American Sign Language (ASL). Students must want to work and be able to use public transit.

Program Details

Application Deadline: March 1
Start Dates: September (Occasional January starts)
Length: 12 months
Schedule: Monday to Friday
Class Size: 12 students
Fees: No tuition fees for this program

How to Apply

1. Referrals to the Program are made through Community Living B.C. (CLBC).
2. Anyone interested in applying should contact the office in their community.
3. Referred students will have an assessment interview at the College to determine eligibility.

Transitions to Work Program

Contact Person(s): Bob Logelin
Coordinator
Address: David Lam Campus
1250 Pinetree Way
Coquitlam BC V3B 7X3
Phone: (604) 527-5126
Fax: (604) 527-5095

Website: www.douglas.bc.ca/BOEP

The Transitions to Work Program combines 12 weeks of on-the-job experience with training in workplace skills to help you become a competent and successful employee. This program is designed to assist people leaving the public school system who may require additional work experience, in addition to individuals who have been with out work for many reasons: parenting, illness, layoffs, disability, etc. The program runs 15 weeks (one semester), beginning with three weeks of in-class sessions (two days each week), followed by 12 weeks of on-the-job experience.

Program Features and Benefits

12 hours of in-class sessions covering

- time management and goal setting
- workplace communication skills
- on-the-job coping strategies

Job placement

- choosing the right work site
- developing effective work habits
- development of time-management, self management and people skills

Workplace Support

- during the 12-week job placement, students receive weekly visits from the instructor to cover on-the-job issues

Self-marketing Skills

- personal portfolio (resume, cover letter, etc.)
- job search techniques
- networking

Experience

- as a graduate of the Transitions to Work Program, the student will upgrade their employment skills, have increased understanding about their chosen work field, and be able to add new employment experience and employer contacts to their resume.

Program Details

Job placements in this program can be provided anywhere in the Lower Mainland. The opening six days of classroom sessions are offered at Douglas College's David Lam Campus, located at 1250 Pinetree Way in Coquitlam (three blocks north of the Coquitlam Centre). The program starts at the beginning of September and January of each year. For more information call Bob Logelin (Coordinator) at (604) 527-5126.

How to Apply

1. Contact Bob Logelin (604) 527-5126.
2. Participate in an intake review with Program Instructor.

Customer Service and Cashier Training Program

Contact Person(s): Joy Conran
Faculty

Address: David Lam Campus
1250 Pinetree Way
Coquitlam BC V3B 7X3

Phone: (604) 777-6164

Website: www.douglas.bc.ca/BOEP

The Customer Service and Cashier Training program at Douglas College offers vocational training for adults with employment barriers. Training focuses on classroom, lab and practicum components which prepare students to work in customer service areas and cashiering positions. Program components include:

- Customer Service
- Introduction to Computers
- Basic Math Skills
- Adding Machine Skills
- Cashier (Point of Sale) Training
- Introduction to Shipping, Receiving, and Inventory Duties
- Employability and Job Search Skills
- Practicum opportunities

Program Details

Application Deadline: No deadline, however applicants should be advised to apply early.

Start Dates: September and January

Length: 15 weeks (one semester)

Schedule: Full time: five days per week, consisting of lab, classroom and practicum training.

Class Size: 18 students

Fees: Contact the Instructor for information. Funding available for most students.

How to Apply

1. Contact the Instructor for information about the program.
2. Complete a Douglas College application form and submit to the Registrar's office with application fee.
3. Participate in an intake interview with the Instructor.

For more information and how to apply, contact Joy Conran (604) 777-6164.

NEW PROGRAM

Light Warehouse Training Program

Contact Person(s): Bob Logelin
Coordinator

Address: Douglas College
700 royal Ave
New Wewstminster BC
V3L 5B2

Phone: (604) 527-5126

Fax: (604) 527-5095

Website: www.douglas.bc.ca/BOEP

The Light Warehouse Training Program has been designed specifically for people who face barriers to education and employment by addressing the essential skills necessary to obtain employment in the Distribution Centre and Warehouse Industry.

The Light Warehouse Training Program will provide specific training and realistic work experiences leading to job opportunities for students who wish to pursue a career in this field.

Training modules include:

Shipping and Receiving Procedures, Inventory Maintenance, Order Picking, Employability Skills, and Communications Skills among other areas.

Students will have the opportunity to obtain the following certificates:

- Forklift Operator
- WHMIS
- Occupational Health and Safety
- Occupational First Aid (Level 1)
- Transportation of Dangerous Goods

Program Details

Application Deadline: No deadline, however applicants should be advised to apply early.

Start Dates: September and January

Length: One semester-15 weeks

Schedule: Full time: Monday-Friday

Class Size: 18 students

Fees: Contact the Instructor for information. Funding available for most students.

How to Apply:

1. Contact the Coordinator for information about the program.
2. Complete a Douglas College application form and submit to the Registrar's office with application fee.
3. Participate in an intake interview with the Instructor.

Emily Carr Institute

Services

Contact Person(s): Heather Mitchell
Disability Service Coordinator

Address: Emily Carr Institute
1399 Johnston St
Vancouver BC V6H 3R9

E-Mail: hmittell@eciad.ca

Phone: (604) 844-3081

Fax: (604) 844-3089

Office Location: Office 129A in Student Services

Website: <http://www.eciad.ca/www/services/disability.html>

Receiving Support and Services

The Disability Service Coordinator is your central point of reference for disability services at Emily Carr Institute. The office is located in Student Services.

If you have a disability, you are invited to meet with the Disability Service Coordinator. Reasons why you might meet with the Disability Service Coordinator include:

- Learning about the services available
- Discussing any personal or academic matters related to your disability
- Discussing disclosure of a disability
- Organizing accommodations
- Locating note takers, tutors, scribes, or readers

In order to receive support and services, verification of disability is required.

Policy

The policy regarding students with disabilities at Emily Carr is one of self-advocacy. The Institute recognizes that some students have disabilities and that accommodations must be made to meet the needs of these students.

How to Access Student Services

- Self-identify on the application form.
- Contact the Disability Service Coordinator for an appointment.
- Provide documentation of disability.
- Request service as far in advance as possible.

Special Services/Equipment Available to Students

- Assistance with Registration
- Assistive Technology/Adaptive Equipment
- Captioning/Interpreting
- Course Material in Alternate Formats
- Course & Exam Accommodation
- Instructor Liaison re: Disability
- Mobility and Physical Access Assistance
- Note Taker
- Orientation to Campus & Resource Personnel
- Scribe/Access to word processing
- Study Strategies
- Text Reader
- Tutor
- Referral To Other Support Services

Justice Institute of British Columbia

Services

Contact Person(s): Trudy Salt, Registration Services Advisor

Address: Justice Institute of British Columbia
715 McBride Blvd
New Westminster BC V3L 5T4

E-Mail: tsalt@jibc.bc.ca

Phone: (604) 528-5588

Fax: (604) 528-5653

Website: <http://www.jibc.bc.ca/>

How to Access Student Services

The New Westminster campus of the Justice Institute is fully accessible. Students with disabilities or special learning needs can register for any course or program offered by the Justice Institute provided they meet the course prerequisites or the criteria established by the employer. For further information on course offerings and the classroom support available, students can contact the registration services advisor at (604) 528-5588 or TDD # (604) 528-5655.

How to Access Support Services

- contact the Registration Services Advisor
- provide documentation for the need for classroom support
- request service as far in advance as possible

Special Services/Equipment Available to Students

- TDD for inquiries and for practicum use
- interpreting services
- note takers
- adaptive materials
- tutors
- modified exam procedures
- preferred parking

The Justice Institute has provided classroom support for students with disabilities for the past six years. Additional services and equipment will be provided on an as-needed basis.

Kwantlen University College

Services

Contact Person(s):	Susanne Dadson	Alice Merillat
Title:	Coordinator/Counselor	Disability Advisor
Address:	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8
E-mail:	susanne@kwantlen.bc.ca	alicem@kwantlen.bc.ca
Phone:	(604) 599-2003	(604) 599-3233
Fax:	(604) 599-2409	(604) 599-3060
Website:	http://www.kwantlen.bc.ca	

How to Access Student Services

- make an intake appointment with Disability Advisor
- provide documentation of disability
- request service as far in advance as possible

Special Services/Equipment Available to Students

- PC with Jaws
- Braille printer
- Vert speech program
- Device
- learning specialists for learning disabled/head injured
- scanner

Credit Courses

Career and Academic Strategies for Success (CAAS1100) is a 3-credit, 15-week study skills course for students with learning disabilities. Students register through the regular University College registration process.

**Kwantlen University College
Richmond and Newton Campuses**

Services

Contact Person(s):	Susanne Dadson	Sharon Bains
Title:	Coordinator/Counselor	Disability Advisor
Address:	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8
E-mail:	susanne@kwantlen.bc.ca	Sharon.Bains@kwantlen.ca
Phone:	(604) 599-2003	(604) 599-2148
Fax:	(604) 599-2409	(604) 599-2409
Contact Person(s):	Alice Jensen	Tyra Moller
Title:	Disability Advisor	Disability Advisor
Address:	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8	Kwantlen College 12666 72nd Ave Surrey BC V3M 2M8
E-mail:	alice.jensen@kwantlen.bc.ca	Tyra.Moller@kwantlen.ca
Phone:	(604) 599-3233	(604) 599-2639
Fax:	(604) 599-3060	(604) 599-2578

Programs

Kwantlen University College: Access Program for People with Disabilities (APPD)

Richmond, Surrey and Langley Campuses

Contact Person(s):	Yale Shap APPD Coordinator	Fraser Crinklaw APPD Instructor, Langley Campus
Address:	Access Programs for People with Disabilities Kwantlen University College 12666 72 Ave Surrey BC V3W 2M8	Kwantlen University College Langley Campus
Phone:	(604) 599-2937	(604) 599-3340
Fax:	(604) 599-3091	(604) 599-3319
E-mail:	Yale.Shap@kwantlen.ca	Fraser.Crinklaw@kwantlen.ca
Website:	http://www.kwantlen.bc.ca/appd	http://www.kwantlen.bc.ca/appd

Contact Person(s):	Nicola Soles APPD Instructor, Surrey Campus	Barbara Thomas-Bruzzese APPD Instructor, Richmond Campus
Address:	Access Programs for People with Disabilities Kwantlen University College 12666 72 Ave Surrey BC V3W 2M8	Kwantlen University College Richmond Campus
Phone:	(604) 599-2937	(604) 599-2937
Fax:	(604) 599-3091	
E-mail:	Nicola.Soles@kwantlen.ca	yale@kwantlen.bc.ca
Website:	http://www.kwantlen.bc.ca/	http://www.kwantlen.bc.ca/

**Kwantlen University College
Richmond and Surrey Campuses**

Vocational Skills Training

This is a program which combines skills training with work experience. Students are assisted with job search and are provided support until they are employed. Training options at each campus are as follows:

Surrey Campus

- Automotive Assistant
- Food Services Assistant
- Child Care Aide

Richmond Campus

- Clerical Assistant
- Food Services Assistant
- Child Care Aide

Work experience placements vary in number and last from 4 to 6 weeks each.

Program Details

Application Deadline:	Ongoing Intake
Start Date:	September
Length:	10 Months
Schedule:	Monday to Friday, 9:00 am to 3:00 pm (plus some evenings and weekends as required)
Class Size:	Fully Integrated - N/A
Fees:	Application fee \$40.00. Tuition and other fees vary by option.

How to Apply

1. Participate in pre-screening.
2. Fill out and submit application package.
3. Participate in intake interview.
4. Specific prerequisites may apply for some options.
5. English and math assessments may apply in some options.

**Kwantlen University College
Richmond, Newton and Langley Campuses**

Programs

Career Awareness Program

Students with various disabilities will explore a variety of vocational options through combining vocationally oriented classroom instruction with work experience. They will increase their awareness of the number of vocational options available to them. This program includes field trips and monitored work experience placements.

Program Details

Application Deadline: Continuous Entry
Start Date: Variable
Length: 10 Months with possible extensions
Schedule: Monday to Friday, 9:00 am to 3:00 PM
Class Size: 8 to 12 Students
Fees: Application fee \$40.00. Fees are approximately \$1,000.00 per year (2005/2006) prorated based on start date.

How to Apply

1. Participate in prescreening interview.
2. Fill out and submit application package.
3. Participate in intake interview.

Job Preparation Program

Job Preparation is a program for motivated students who are interested in competitive employment. It combines classroom instruction with work experience to prepare the student for employment. There are 5 work experience placements lasting 4 to 5 weeks each.

Program Details

Application Deadline: Continuous Entry
Start Date: Variable
Length: 10 Months, with possible extensions
Schedule: Monday to Friday, 9:00 am to 3:00 PM
Class Size: 10-14 students
Fees: Application fee \$40.00. Fees are approximately \$1,000.00 per year (2005/2006) prorated based on start date.

How to Apply

1. Participate in prescreening interview.
2. Fill out and submit application package.
3. Participate in intake interview

Job Placement

Job placement assistance is provided to employable Kwantlen University College students with disabilities requiring assistance to find and maintain employment. The service in Surrey and Langley is funded by Service Canada and is also available to community members with a disability.

Langara College

Services

Contact Person(s): Kevin Rolston
Acting Manager, Disability Services

Address: Langara College
100 West 49th Ave
Vancouver BC V5Y 2Z6

E-Mail: krolston@langara.bc.ca

Phone: (604) 323-5635 (Voice and TTY)

Fax: (604) 323-5590

Websites:

- For a complete student handbook <http://www.langara.bc.ca/disability>
- For a Disability Services brochure <http://www.langara.bc.ca>

How to Access Disability Services

Contact the Coordinator, Disability Services for an appointment to discuss service requirements. The Coordinator will determine appropriate accommodations based on the documentation provided and in consultation with the specific student.

Special Services/Equipment Available to Students

- campus orientation and accessibility information
- course materials in alternative formats: student aides to assist with note-taking, library research, tutoring, lab work, typing
- application and registration assistance
- special arrangements for examinations (computer, quiet setting, extended time), if required
- reserved parking areas for vehicles with official placards, lockers available through the Langara Students' Union office and Disability Services
- specialized equipment and accessible work station in the Adaptive Technology Lab for Students with Disabilities located in the Library
- accommodations for the Language Proficiency Index, the Langara English Test, and the Mathematics and Chemistry Diagnostic Tests
- educational planning with regard to disability issues
- referrals to appropriate community agencies
- assistance in accessing specialized equipment
- student self help groups (Disabled Students' Advocacy Coalition, Self Help Group for Stutterers, Self Help Group for Depression).

Malaspina University-College

Nanaimo Campus

Services

Contact Person(s):	Jamie Brennan, Education Counselor, Disability Services	Anne Erickson, Education Counselor, Disability Services	Glenda Sharpe, Education Counselor, Disability Services
Address:	Malaspina University- College 900 Fifth St Nanaimo BC V9R 5S5 Student Services Bldg. 200	Malaspina University- College 900 Fifth St Nanaimo BC V9R 5S5 Student Services Bldg. 200	Malaspina University- College 900 Fifth St Nanaimo BC V9R 5S5 Student Services Bldg. 200
Phone:	(250) 753-3245 (2297) (250) 740-6416	(250) 740-6415 (250) 740-6416	(250) 740-6427 (250) 740-6416
Fax:	(250) 740-6464	(250) 740-6464	(250) 740-6464
E-mail:	brennan@mala.bc.ca	erickson@mala.bc.ca	sharpe@mala.bc.ca

How to Access Disability Services

Contact Disability Services one month prior to beginning of program. Documentation of disability is required.

Services/Equipment Available to Students

- One motorised scooter for use at Nanaimo campus
- CCTV's at Nanaimo and Cowichan Campuses
- Limited laptop computers for short term use
- Assistance with:
 - Campus Orientation
 - Obtaining interpreter services
 - Obtaining research assistance
 - Obtaining equipment and software from AT-BC
 - Obtaining notetakers, readers, tutors, proof readers
 - Obtaining texts in alternate formats
 - Securing financial support
 - Admissions and registration
 - Timetabling and priority registration
 - Textbook acquisition
 - Exam Accommodation
- zoom text available

**Malaspina University-College
Nanaimo Campus**

Programs

Contact Person(s): Wendy Nixon, Program Coordinator

Address: Malaspina University-College
900 Fifth St
Nanaimo BC V9R 5S5

Phone: (250) 740-6417 / (250) 740-6425

Fax: (250) 740-6486

Employment and Life Skills Training Program

The Employment and Life Skills Training Program offers adults with disabilities opportunities to learn new skills in the areas of:

- employment preparation;
- personal management skills required for the workplace and independent living;
- Job-specific vocational skills.

Students may customize a program by mixing and matching courses to create a program specific to their individual learning needs and interests. Maximum flexibility is offered by allowing students the option of full or part-time participation.

Level One (year one)

A. Instructional Courses:

- Math for Life and Work I
- Life Skills I
- Reading for Life and Work I
- Health and Wellness I
- Computer Basics I
- Problem Solving Seminar
- Job Readiness I
- Tutorial Support I

B. Vocational Training:

- Emphasis on development of positive work habits.
- Hands on practical skill training specifically practice and supervised work experience in a variety of service sector settings.
- Completion of an assessment of skills, interests and abilities.

Level Two (year two)

A. Instructional Courses:

- Life Skills II
- Reading for Life and Work II
- Health and Wellness II
- Computer Basics II
- Math for Life and Work II
- Problem Solving Seminar
- Job Readiness II
- Job Search Skills
- Communication Skills
- Tutorial Support II
- Service Industry Skills (Foodsafe, WHMIS, Superhost, First Aid)

B. Vocational Training:

Hands on training in specific job skills. Students may participate in a variety of skill areas in a year. Opportunity to focus on employment settings of particular interest to the student is provided.

- retail and customer service
- food preparation/restaurant skills
- stock for retail/supermarket
- cashiering
- stock for wholesale
- janitorial/cleaning skills

Upon successful completion of this program students receive a Malaspina University-College certificate of achievement.

Therapeutic Greenhouse Worker

Designed specifically for persons with mental health concerns with emphasis on "hands on" training in a greenhouse environment. The program is run in partnership with mental health service providers. For further information, please contact the Program Coordinator at (250) 740-6417.

Program Details

Length: 12 Months/ two 6-month semesters

Start Date: September/March

Fees: Under review

How to Apply for Access Program Courses:

1. Call the Access Programs Office at (250) 740-6417 to discuss your interests.
2. Make an appointment for an interview.
3. Complete an application form and provide required documentation.
4. Obtain your "Permission to Register" and take it to the Registration Centre.
5. Discuss financial assistance with Financial Aid office at (250) 755-6423 if desired.

**Malaspina University-College
Parksville Campus**

Contact Person(s): Rod MacDonald, Education Counselor, Student Services

Address: Malaspina University-College
Parksville Civic & Technology Centre
100 Jensen Avenue East
P.O. Box 42
Parksville, BC V9P 2G3

Phone: (250) 248-2096

Fax: (250) 248-9792

Email: macdonar@mala.bc.ca

**Malaspina University-College:
Powell River Campus**

Programs

Contact Person(s): Marie Piche, Education Counselor, Student Support Services

Address: Malaspina University-College
3960 Selkirk Ave
Powell River BC V8A 3C6

Phone: (250) 485-2878

Fax: (250) 485-2868

Email piche@mala.bc.ca

Alternative Augmentative Communications

This program for students with mental disabilities and communication difficulties teaches methods to increase the students' ability to communicate through gestures or with a symbolic system. Vocal skills are also reinforced and students are encouraged in their speech when appropriate.

Program Details

Application Deadline: None - Continuous Intake

Start Date: September

Length: 33 weeks

Schedule: 3 days per week, 1 hour 55 minutes per class

Class Size: Maximum 3 students per class

How to Apply

- Contact the program instructor.

**Malaspina University-College:
Cowichan Campus**

Services:

Contact Person(s): Donna Kurulak, Education Counselor,
Student Services

Address: Malaspina University-College
Cowichan Campus
222 Cowichan Way,
Duncan BC V9L 4T8
Student Services Building 6

Phone: (250) 746-3510

Fax: (250) 746-3529

E-mail: kurulakd@mala.bc.ca

**Malaspina University-College
Cowichan Campus**

Programs

Contact Person(s): Margaret MacDonald, Coordinator,
Access Program

Address: Malaspina University-College
Cowichan Campus
222 Cowichan Way
Duncan BC V9L 4T8

Phone: (250) 746-3508

Fax: (250) 746-3529

E-mail: macdonald@mala.bc.ca

Access Program

Website: <http://www.mala.ca/>

Employability Skills Program

The Employability Skills Program offers opportunities for adults with a disability to learn new skills in the areas of:

- Employment preparation
- Life skills required for the workplace and independent living
- Job-specific vocational skills

Students who attend the program full time and successfully complete the required courses will receive a program graduation certificate. Where space permits, students can enroll in part time courses specific to their individual learning needs and interests.

Program Details

Application Deadline: No deadline.

Start Date: September

Length: 2 academic years

Class Size: 14 Students Max.

Fees: Please contact Area Secretary for program fees :
(250) 746-3565 or (250) 746-3508

How to apply:

- Contact the program coordinator

**North Island College
Comox Valley, Campbell River and Port Alberni Campuses**

Services

Contact Person(s): Wendy Harris Janis Almond
Address: North Island College North Island College
 2300 Ryan Rd 3699 Roger St
 Courtenay BC V9N 8N6 Port Alberni BC V9Y 8E3
Phone: (250) 334-5080 (250) 734-8765
E-mail: wendy.harris@nic.bc.ca janis.almond@nic.bc.ca

Contact Person(s): Sheila Doncaster Cheryl Kramer
Address: North Island College North Island College
 2300 Ryan Rd 1685 South Dogwood St
 Courtenay BC V9N 8N6 Campbell River BC V9W 8C1
Phone: (250) 334-5079 (250) 923-9713
E-mail: sheila.doncaster@nic.bc.ca cheryl.kramer@nic.bc.ca

Special Services/Equipment Available to Students

- assistance with registration and placement testing;
- assistance in accessing specialized materials or equipment (e.g. taped books), computer equipment, and Work-Study support (e.g. readers, note takers, library research, etc.)
Work-Study support (e.g. readers, note takers, library research, etc.)
- exam accommodations where recommended;
- liaison with and referral to other agencies where required for assessment, financial support, etc.;
- liaison services with instructors; and,
- transition planning.

How to Access Services

- Contact the Office of Services for Students with Disabilities.
- Students who indicate their disability on the College application form will be contacted.
- It is strongly recommended that students contact the College 6 to 8 months in advance.

**2005 Resource Directory of Programs and Services
for Students with Disabilities in Public Post-Secondary Institutions**

Programs

Contact Person(s):	Nicole Mooney	Catherine Peters	Karen Sale
Address:	3699 Roger St Port Alberni BC V9Y 8E3	2300 Ryan Rd Courtenay BC V9N 8N6	1685 S. Dogwood St Campbell River BC V9W 8C1
Phone:	(250) 724-8764	(250) 334-5078	(250) 923-9774
E-mail:	nicole.mooney@nic.bc.ca	catherine.peters@nic.bc.ca	karen.sale@nic.bc.ca

Website: <http://www.nic.bc.ca/>

The Port Alberni campus provides courses for students with intellectual impairments and mental health disabilities. The program consists of a part-time program, courses in employment-related skills, and individualized modules in personal development, consumer and vocational skills. Course offerings are determined by community demand and change from year to year.

The Comox Valley campus offers courses for students with intellectual impairments and mental health disabilities including individualized modules in personal development, consumer and vocational skills, and part-time courses in employment-related skills. Course offerings are determined by community demand.

The Campbell River campus offers a full-time Employment Transition program or individualized modules in personal development, consumer and vocational skills for students with intellectual impairments and mental health disabilities. The specific program to be offered each year will be determined by community demand.

Program Details

Application Deadline: None
Start Date: September - May
Length: Varied according to courses being offered

Students should contact the ASD program instructors for more information.

**Northern Lights College
Dawson Creek and Fort St. John Campuses**

Services

Contact: Jim Bowman
Person(s): Disability Services Coordinator
Address: Regional Administration
Northern Lights College
11401-8th Street
Dawson Creek BC V1G 4G2
Phone: (250) 784-7502
Cell: (250) 784-5450
Fax: (250) 782-5233
E-mail: jbowman@nlc.bc.ca
Website: <http://www.nlc.bc.ca>

How to Access Student Services

- Phone for an appointment with the Disability Services Coordinator or speak with a Student Services Counselor during your regular appointment.
- Academic accommodations are most often negotiated after the individual has been accepted into a program. It takes a great deal of time to put support requiring funding arrangements, adaptive technologies, or texts in alternate format in place. Contact the Disability Services Coordinator at least 3 months in advance of course start date.

Special Services/Equipment Available to Students

Northern Lights College offers a number of services identified earlier in this Resource Directory. However, interpreters and other specialized supports may be difficult to arrange in our communities. Speak with college staff well in advance of course start date about your specific accommodation needs.

**Northern Lights College
Dawson Creek Campus**

Programs

Contact Person(s):	Carole Taylor Instructor	Tom Benoit Senior Instructor
Address:	Northern Lights College 11401 - 8th St Dawson Creek BC V1G 4G2	Northern Lights College 11401 - 8th St Dawson Creek BC V1G 4G2
E-mail:	ctaylor@nlc.bc.ca	tbenoit@nlc.bc.ca
Phone:	(250) 782-5251 ext. 1255	(250) 784-7550
Fax:	(250) 784-7586	(250) 784-7586

Job Education & Training Program

The Job Education & Training Program is a nineteen week program which assists students with the skills necessary to become more employable. The Program has two parts: Pre-vocation training which consists of core modules such as Personal Living; Personal Planning; Employment Acquisition Skills; Employability Skills; Numeracy and Literacy Skills; and Specific Job Training, which provides student training in a variety of fields such as custodial, food service, kitchen helper, cashier, bussing, baker's assistant, chambermaid, cafeteria support, tool room attendant, etc. or Advanced Education which prepares student to ladder into Adult Basic Education and other vocational training programs within the college.

Application Deadline: Applications are received at any time.

Start Date: Continuous intake

Length: 19 weeks

Schedule: Monday through Friday, 9:00am to 3:00pm

Class Size: 12 students

How to Apply

1. Contact Admissions

Northwest Community College

Services

Contact Person(s):	Kari Eisner, Terrace & Kitimat Campus Accessibility Services Coordinator	Lianne Gagnon, Prince Rupert Campus Accessibility Services Coordinator	Alana Dutka-Pickering Hazelton, Houston & Smithers Campuses Accessibility Services Coordinator
Address:	Northwest Community College 5331 McConnell Avenue Terrace BC V8G 4X2	Northwest Community College 130 First Ave W Prince Rupert BC V8J 1A8	Northwest Community College 4815 Swannell Drive Box 338 Hazelton, BC V0J 1Y0
Phone:	(250) 632-4766 1-877-277-2288 Toll Free	(250) 624-6054 1-877-277-2288 Toll Free	(250) 847-4461 1-877-277-2288 Toll Free
E-mail:	keisner@nwcc.bc.ca	lgagnon@noradm.nwcc.bc.ca	adutka@nwvc.bc.ca

How to Access Student Services

Contact Coordinator and request services at least 2 months prior to beginning of program.

Special Services/Equipment Available to Students

- mobility assistance
- pre-registration
- library research
- Everest Braille
- voice recognition program
- key guards
- amplified headphones
- T.V. decoder
- Unicorn Membrane Board
- FM phonic system
- talking calculators
- print scanner
- Porta Cap unit
- CCTV
- Zoomtext program

**Northwest Community College
Terrace Campus**

Programs

Contact Person(s): Debbie Holkestad, Programs
Coordinator
Adult Special Education
Address: Northwest Community College
5331 McConnell Ave
Terrace BC V8G 4C2
Phone: (250) 638-5460
E-mail: dholkestad@noradm.nwcc.bc

Workplace Skills Training (WST)

Website: <http://www.nwcc.bc.ca/>

This program for the mentally challenged, head injured, and mentally ill provides training to maximize the vocational potential of students. The program teaches skills necessary for employment. Specific job skills offered are flexible, depending on the interests of the students.

Students complete 1-3 job placements lasting 10-15 days each and some last throughout the program. They may or may not be supervised, depending on each situation.

Graduates receive job support from group home staff and from the Provincial Networking Group.

Program Details

Application Deadline: September
Start Date: Early September
Length: 9 Months
Schedule: Monday to Friday, 9:00 am to 3:00 pm
Class Size: 12 Students

How to Apply

Fill out application form.
Participate in interview with instructor.
Participate in formal assessment.

Northwest Community College

Programs

Special Interest Programs

Website: <http://www.nwcc.bc.ca/>

This program provides basic education that is fundamental to an individual's participation in society. Students learn life skills such as:

- cooking
- problem Solving
- cooperation
- punctuality

Program Details

Application Deadline: Before Program Begins
Start Date: T.B.A.
Length: 12.5 hours
Schedule: 1 course per semester.
Class Size: 10 Students

How to Apply

Participate in interview with instructor (apply early to avoid being put on waitlist).

Community Interest Courses

Short-term community interest courses are designed for students who wish to access an adult learning environment but are unable to take part in regular ASE courses. These courses help improve student literacy levels by teaching basic skills in numeracy, literacy, and functional academics.

Community interest courses include: Literacy, Personal Profile and Career Planning, Managing Your Money, Basic Computer Skills, Survival Math, Interacting with Others at Work, etc.

Program Details

Application Deadline: None - Continuous Intake
Start Date: Early September
Length: 9 Months
Schedule: Monday, Wednesday & Friday, 12:45 pm to 3:00 pm
Class Size: 8 to 15 Students

How to Apply

Participate in interview with instructor.

Modified program options

Modified program options have been developed in the following areas:

- General Office Clerk

Note:

Not all modified program options are offered each year.

Pre-requisites apply for modified program options - please contact Northwest Community College for more information.

Okanagan College

Services

Contact Person(s): Clive Goodrich
Coordinator,
Disability Services
Address: Okanagan College
1000 KLO Road
Kelowna, BC
V1Y 4X8
Phone: (250) 762-5445
Fax: (250) 762-5496
E-mail: cgoodrich@okanagan.bc.ca
Website: <http://www.okanagan.bc.ca>

Administrative Structure

- Administrator: Russ Winslade, Student Services – Kelowna; 762-5445, local 4476

Disability Services Contacts

Contact Person (s):			
	Kelowna Campus	Mr.Clive Goodrich	(250) 762-5445, local 4477
	Salmon Arm Campus	Ms. Susan Cawsey	(250) 832-2126, local 8221
	Penticton Campus	Linda	(250) 492-4305, local 3242
	Vernon Campus	Ms. Sharon Robbie	(250) 545-7291, local 2209

How to Access Student Services

Contact the Centre Coordinator at each campus for an initial appointment. Documentation of disability is recommended. Apply for interpreters, taped books, advanced registration, technical aids, etc. approximately 4 to 6 months prior to starting classes.

Special Services/Equipment Available to Students

- orientation to Okanagan College(OC)
- referral to community and internal OC resources on behalf of students
- instructor liaison
- learning/study skills assistance
- access to computers for exams and assignments
- laptop computers and Portacap computers
- audiocassette recorders - regular and 4-track

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- closed caption decoders
- photocopied and enlarged materials
- computer display enlargement software
- videotaped math materials
- math/scientific computer software
- spell checkers, talking calculators
- CCTV print enlarger
- TDD
- photocopy cards
- student aides, study partners, mobility aides
- visual language interpreters
- exam invigilators, readers, scribes
- specialized library services
- access to provincial library services for books in alternate formats
- pre-registration and limited entry registration
- registration assistance
- alternate exam formats
- adaptive learning assistance
- adaptive equipment
- exit transition assistance

**Okanagan College
Salmon Arm, Armstrong, Vernon, Kelowna and Penticton Campuses**

Programs

Contact Person(s):	Kelowna	Marilyn Raymond	(250) 762-5445 Local 4459
			(250) 762-5445 Local 4237
			(250) 762-5445 Local 4237
	Vernon	Deanna Arelis	(250) 545-7291 Local 2221
	Salmon Arm	Gayle Thomas	(250) 832-2126 Local 8226
	Armstrong	Don Robbie	(250) 546-3593
Penticton	Wanda Radies	(250) 492-4305 Local 3242	

Website: <http://www.okanagan.bc.ca/ase/>

OC offers programs for adults with special learning needs (personal and social development underlie all aspects of these programs). Two semesters, approximately five months long, are offered each year. Programs are currently offered at the Salmon Arm, Armstrong, Kalamalka, Kelowna and Penticton centres. Offerings vary from centre to centre as student demand warrants and resources permit.

Program Details

Schedule: Courses are scheduled from Monday to Friday, between 8:30 and 4:30 pm Evening courses are available at some centres.

How to Apply

- To apply or to receive further information, contact the ASE instructor at any OC Centre.

Preparing for Access to Careers and Education (PACE) Program

This is a one year, part-time, certificate program to help students reach their own educational, vocational, and personal development goals. The program will focus on developing success skills for the classroom and employment.

- Some students may choose a modified and supported second year speciality within the Supported Access to Modified Education (SAME) Program.
- Students will do career awareness research and will prepare for employment through the development of appropriate workplace attitudes, values, and behaviours.
- Students will participate in course work which develops communication, assertiveness, stress management, and conflict resolution skills.

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Successful completion of this program will prepare students for:

1. 2nd year in the SAME Program, an inclusive, modified form of a regular OC program, or
2. competitive entry-level employment; or
3. supported employment.

Students will participate in the following courses:

Semester One

LSPM-001 Strategies for Success A
LSPM-003 Workplace Interpersonal Skills A
LSPM-005 Career Exploration Skills
LSPM-007 Working World A

Semester Two

LSPM-002 Strategies for Success B
LSPM-004 Workplace Interpersonal Skills B
LSPM-006 Job Search
LSPM-008 Working World B

Entry Criteria

- participate in an intake interview with the ASE instructor;
- have an identified cognitive disability;
- be 18 years or older;
- have the ability to learn in a group setting;
- have the ability to make routine decisions independently;
- be motivated to participate in this program;
- be emotionally stable (have no behaviour or emotional problems that would significantly interfere with the learning or safety of self or others);
- have basic literacy skills (Grade four reading and/or listening comprehension);
- have the ability to use public transportation or have alternate transportation;
- have the desire to explore vocational options; and,
- have letters of reference from two of:
 - teacher
 - counselor
 - social worker
 - employer/workplace supervisor

Registration

Call the ASE instructor at your centre to set up an intake interview:

Contact Person:	Kelowna	Marilyn Raymond	(250) 762-5445 local 4459
	Vernon	Don Robbie	(250) 545-7291 local 2229
	Salmon Arm	Wanda Radies	(250) 832-2126 local 8226

Financial assistance with up to 100 percent of fees may be available to those who demonstrate financial need.

Independent Living Program

Website: <http://www.okanagan.bc.ca/ase/>

This program is for students who wish to expand their life skills to increase their independence.

Admission Requirements

Applicants must be 18 years of age.

Applicants must be motivated to learn and be able to work well individually and in a small group or classroom situation. A non-verbal or multi-disabled student may be required to attend with a support person (parent, guardian, care giver) who will be required to participate in a learning contract.

Selected courses are offered based on student needs, including:

- Basic Computer Skills A
- Basic Computer Skills B
- Social Communication
- Consumer Awareness
- Human Relations
- Cooking
- Rights and Responsibilities
- Use of Leisure
- Health and Safety
- Selecting a Residence
- Safety and Driver Training
- Pre-employment Skills
- Effective Interpersonal Techniques
- Employment Preparation I
- Community Awareness

Literacy Skills (following courses are Fee free)

- Basic Academics 1
- Basic Academics 2: Math
- Basic Academics 2: Literacy
- Basic Academics 3: Literacy
- Express Yourself

Program Details

Start Date: Fall Semester: September -January
 Winter Semester: February-June
Length: Approximately two 5 month semesters
Schedule: Hours will vary according to student need and resources.

SAME Program

Website: <http://www.okanagan.bc.ca/ase/>

This two-year program will enable students with cognitive disabilities, who cannot meet entry criteria, to access modified versions of OC programs in pursuit of their own personal, educational or vocational goals.

Students participate in a modified form of a regular OC program along with a course which will provide supports. The program is designed around an Individual Education Plan (IEP). Successful students will receive an anecdotal grade and a modified certificate.

Admission Requirements

Successful completion of PACE and recommendation of ASE and Vocational instructors. Some students may enter directly into the SAME program on the recommendation of ASE and Vocational instructors based on one or more of the following:

- previous attendance in the ASE program and recommendation from the instructor;
- previous attendance in an ABE fundamental program and recommendation from the instructor;
- recommendation from an agency/advocacy group or high school;
- recommendation from employer or work experience supervisor - (recommendations must indicate clear and realistic goals supported by prior experience).

Program Details

Start Date: September to January ; February to June
Length: 5 months

Year One

In year one, students will participate in six Employment Preparation courses. The focus in these courses will be on the development of appropriate workplace attitudes, values and behaviours, as well as on verifying goals, choosing their second year speciality, and developing an IEP. Students may be required to complete the Educational and Vocational Goal Setting course if they have not previously done any work on defining their goals or identifying strengths and weaknesses.

Year One Courses

Educational and Vocational Goal Setting - 40 hours (5 hours per day for 8 weeks, and/or all of the following courses):

- Vocational and Academic Assessment and Goal Setting
- Employment Preparation II
- Effective Vocational Interpersonal Techniques
- Working World II
- Learning Strategies
- Educational Planning
- ASE Electives, for example:
 - Basic Academics - 2 hours per day for 5 months
 - Introduction to Computers - 2 hours per week for 5 months

Year Two

In year two, students will participate in a combination of two courses under the overall title of Vocational Assistant: the Vocational Skills Course in which students will focus on a vocational specialty, along with a course which will provide supports. These courses will be designed around the IEP. Successful students will receive an anecdotal grade and a Vocational Assistant certificate.

Year Two Admission Requirements

Successful completion of SAME program year one and recommendation of ASE and vocational instructors, or recommendation of ASE and vocational instructors based on one or more of the following:

- previous attendance in the ASE program and recommendation from the instructor;
- previous attendance in an ABE fundamental program and recommendation from the instructor;
- recommendation from an agency/advocacy group or high school;
- recommendation from employer or work experience supervisor (recommendations must indicate clear and realistic goals supported by prior experience).

Year Two Courses

- Vocational Skills: modified and supported specialty course (e.g. Vocational Skills: Autobody Repair).
- Access and Support Course

Selkirk College

Services

Contact Person(s):	Glynn Woodburn Disability Services Advisor	Robin Higgins Disability Services Advisor	Rhian Landis Disability Services Advisor
Address:	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1
Phone:	(250) 365-7292	(250) 365-7292	(250) 365-7292
E-mail:	gwoodburn@selkirk.ca	rhiggins@selkirk.ca	rlandis@selkirk.ca
Contact Person(s):	Trish Foy Disability Services Advisor (ON LEAVE)	Nadya Sofonoff Disability Services Assistant	Gerry Gauthier Dean of Student Development/Registrar
Address:	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1
Phone:	(250) 365-7292, local 380	(250) 365-7292	(250) 365-1296
E-mail:	tfoy@selkirk.ca	nsofonoff@selkirk.ca	ggauthier@selkirk.ca

AND

Contact Person(s):	Andrea Kosling Learning Specialist Learning and Study Skills	Ron Stinson Learning Specialist Learning and Study Skills	Randall Cannon Learning Specialist Learning and Study Skills
Address:	Selkirk College 301 Frank Beinder Way PO Box 1200 Castlegar BC V1N 3J1	Selkirk College 2001 Silver King Rd Nelson BC V1L 1C8	Selkirk College 820 Tenth Street Nelson BC V1L 3C7
Phone:	(250) 365-1338	(250) 352-6601, Local 247	(250) 505-1347
E-mail:	akosling@selkirk.ca	rstinson@selkirk.ca	rcannon@selkirk.ca

How to Access Student Services

Students with disabilities planning to attend Selkirk College are strongly encouraged to contact a Disability Service Advisor as soon as possible, preferably 4 months prior to the start of classes.

- Documentation is required.

The Disability Service Advisors travel to all campuses of Selkirk College to provide services to students.

Services and Accommodations Available to Students:

- assistance with registration and course selection
- assistance in accessing adaptive technology and software
- assistance obtaining financial support and Disability Grants
- assessment services
- learning and study skills
- note taker
- advocacy training
- Adult Special Education Programs are offered in Castlegar, Nelson, and Trail
- assistance with transition planning

**Selkirk College
Castlegar Campus**

Programs

Contact Person(s):	Ron Stinson, Program Head	Grace Devaux, Instructor
Address:	Selkirk College PO Box 1200 Castlegar BC V1N 3J1	Selkirk College PO Box 1200 Castlegar BC V1N 3J1
Phone:	(250) 365-7292 Local 343	(250) 365-7292 Local 345
E-mail:	stinson@selkirk.bc.ca	gdevaux@selkirk.bc.ca

Program Description

Website: <http://www.selkirk.bc.ca/>

Transitional Training is a 9 month program providing full-time and part-time instruction and training to adults with developmental challenges who are interested and personally committed to developing specific skills and attitudes that will lead to a higher level of academic ability, independence, self-worth and employability.

Curriculum

Students receive individualized and small group instruction in the following areas:

- independent living skills (money management, banking, cooking, shopping, effective use of resources). The cooking course includes both classroom instruction and application in the student's home.
- assertiveness training and teamwork skills
- problem-solving, decision making and critical thinking skills
- fitness / recreation
- employability training
- introductory computer skills
- fundamental language and math skills

When appropriate, students are integrated into ABE courses or other college courses. If necessary, additional support is provided to ensure student success.

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for Students with Disabilities in Public Post-Secondary Institutions**

Program Details

Assessment/Interview	All applicants will receive an assessment and personal interview to determine eligibility and ensure appropriate placement
Admission Criteria	Student has a specific learning goal. Student is personally committed and motivated. Student can work cooperatively with others. Student can work independently. A Personal Service Plan if sponsored by a social service agency.
Application Deadline	August 15 - Continuous intake when space is available.
Program Length	Approximately 9 months - September – May
Schedule	Monday to Friday, 9:00 am to 4:00 pm

**Selkirk College
Nelson Campus**

Programs

Contact Person(s): Ray Brock, Instructor

Address: Selkirk College
2001 Silver King Rd
Nelson BC V1L 1C8

Phone: (250) 352-6601 Local 219

Transitional Training

Website: <http://www.selkirk.bc.ca/>

This program provides instruction in personal and social development, academic upgrading, life skills training and vocational/job readiness training. Life skills include budgeting, banking, shopping, cooking, home management, and social/recreational skills.

Work skills include:

- basic computer skills
- interview skills
- interest inventories
- assertiveness training
- career search
- vocational assessment

Subject to program location, students may prepare for jobs such as:

- Food Service Worker
- Cleaning Service Worker
- Nursery Worker
- Golf Course Maintenance

The program includes a work placement which lasts between 2 and 4 weeks. (Not in Nelson, but many of them work throughout the year.) Graduates from Trail, Castlegar and Nelson may receive assistance in job search from the Supported Employment / Job Coaches and Career Development Centre.

Program Details

Application Deadline: August 30 - Continuous intake if space is available

Start Date: September

Length: Different lengths in different locations

Schedule: Monday to Friday, 9:00 am to 4:00 PM, or 8:15 to 3:00 PM

Class size: 8 to 10 students

How to Apply

1. Fill out and submit application form.
2. Participate in assessment and interview with instructor.

**Selkirk College
Grand Forks Campus**

Programs

Integrated ABE/ASE Program

Instructors

- Brian McDonald, Leora Gesser, Lyle Olsen, Sandy Shilling

The ASE program at Selkirk College, Grand Forks campus, is integrated with the ABE program which enables both groups to access components of either program. Neither students nor course offerings are seen as belonging to one group or the other in the day-to-day learning activities. Students are identified as ASE only for management purposes to assure sufficient resources to meet their unique learning needs. The criteria for identification as ASE are:

- prior identification in a school system, or
- a demonstrated, significant developmental delay in academic achievement (more than 3 grade levels); and
- delay in schooling due to a learning problem rather than from lack of educational opportunity.

ABE and ASE students in Grand Forks are offered an individually tailored program with a varied mode of delivery which mixes lock-step classroom style of delivery with self paced, self-directed courses. This program consists of:

- academic upgrading that is identified in the student's program plan, and meets the requirements of the long-term goal;
- life skills, including communication skills, interpersonal skills, goal setting, motivational skills, and study skills;
- preparation for work, including job search techniques, resume writing, and interview skills;
- work experience, including employer contact and interview, job investigation, job-keeping skills, and on-the-job training; and,
- facilitated access to community service agencies, including homemakers, personal counseling, mental health, drug and alcohol counseling, and society for the handicapped.

Program Details

Application Deadline: Open
Start Date: September
Length: September -May
Schedule: 8:45 am - 3:15 PM, Monday to Friday
Class Size: 10 students

How to Apply

- Contact Instructor to apply for interview.

**Selkirk College
Trail Campus**

Programs

Contact Person(s): Geoff Tellier, Instructor

Address: Selkirk College
900 Helena St
Trail BC V1R 4S6

Phone: (250) 368-5236 Local 230 or 228

Food Service Worker Program

Website: <http://www.selkirk.bc.ca/>

This program is for physically able students with special needs who have a learning barrier which prevents them from entering regular programs. Students are provided with classroom and practical training in preparation for entry level positions in the hospitality or related service industries. Students learn practical skills such as:

- communication skills
- cooking/shopping skills
- personal hygiene
- money & time management
- cleaning/laundry

Students also receive training in these vocational areas:

- dishwashing
- soup cookery
- vegetable cookery
- short order
- janitorial
- sandwich cookery
- equipment usage
- table service
- cooking skills
- kitchen skills

Program Details

Application Deadline: Early June

Length: Variable (Self-paced)

Start Date: Early September

Schedule: Monday to Friday, 8:30 am to 3:00 PM

Class Size: 12 Students

How to Apply

1. Fill out and submit application form.
2. Participate in personal interview and tour of program.
3. Participate in assessment.

Simon Fraser University

Services

Contact Person(s): Mr. Ron Snitz, Learning Specialist

Address: Simon Fraser University
Centre for Students with Disabilities
1250 MBC
Burnaby BC V5A 1S6

E-Mail: csdo@sfu.ca

Phone: (604) 291-3112 (Voice)

Fax: (604) 291-4384

TTY: (604) 291-5457

Website: <http://www.sfu.ca/csd>

How to Access Student Services

- Please contact the Centre at (604) 291-3112.

Special Services/Equipment Available to Students

- private study rooms, if available
- accessible on-campus housing
- note-taking assistance
- access to adaptive technology
- support for exam modifications
- general advocacy
- coordination of American Sign Language interpreters
- learning Skills support

The Centre for Students with Disabilities provides direct services to students with a disability, as above. The Centre also works with other University departments to ensure appropriate services are in place.

A technology lab for students with a disability is also housed within the Centre. The lab contains computers equipped with access software, a scanner, a Braille printer, and a CCTV (for magnification of text or diagrams).

Course materials in alternative formats (audio tape or Braille) are available for students through inter-library loans in the Bennett Library.

Students requiring any of these services are encouraged to contact the Centre as soon as possible. For some services, such as ASL Interpreters, we require four months of advance notice.

Thompson Rivers University

Services

Contact Person(s):	Jacquie Arnold Advisor	Pam Niehaus Advisor
Address:	Thompson Rivers University PO Box 3010 Kamloops BC V2C 5N3	Thompson Rivers University PO Box 3010 Kamloops BC V2C 5N3
E-Mail:	jarnold@tru.ca	pniehaus@ru.ca
Phone:	(250) 828-5023	(250) 828-5023
Fax:	(250) 371-5772	(250) 371-5772

Website: <http://www.tru.ca/>

How to Access Student Services

- contact via Disability Services at least 6 months prior to attendance
- self/school district/parent referral.
- personal assessments/documentation required.

Special Services/Equipment Available to Students

- screen enlargement program
- NCR paper for notes
- CCTV
- Computers
- Print material (4 months lead time)

Disability Services Open Division

Services

Contact Person(s): April Goodwin-Smith
Officer

Address: Thompson Rivers University
Open Division
4355 Mathissi Pl
Burnaby BC V5G 4S8

Phone: (604) 431-3043

Fax: (604) 431-3444

TDD/TTY (604) 431-3361

E-mail: dso@tru.bc.ca

Website: <http://www.openlearning.tru.ca/>

How to Access Student Services

- Indicate “special need” on registration form
- Contact Disability Services Office (604) 431-3043, or in writing
- Note: Medical documentation required to access services

The Disability Services Office provides services specifically to students with disabilities, including equipment loans and one-to-one assistance through the Student Aiding Student program.

Special Services/Equipment Available to Students

- Course materials available in alternative formats (students can usually expect delays of at least 2 months)

Thompson Rivers University Programs

Programs

Contact Person(s): Lois Peters, Instructor
Education and Skills Training Program

Address: Thompson Rivers University
PO Box 3010
Kamloops BC V2C 5N3

Phone: (250) 828-5298

E-mail: lpeters@tru.bc.ca

Educational Skills Training Program (ESTR)

The ESTR program is a full-time, 10 month program that provides students with a disability the practical knowledge about future employment opportunities. Students can choose between a general course of study and/or targeted skills courses in: Automotive; Kitchen; and Retail. Students will divide their time between the classroom, field experiences and work experience. All students will complete academic and employment skills classes and will train in specific areas on campus. Skills developed in the ESTR program can lead to further training or to possible employment opportunities. The students are integrated into normalized working environments for the practicum portion of the ESTR program. The program can be completed on a part-time basis and is individualized to meet the student's needs and interests.

Program Details

Application Deadline: Early August

Start Date: September, some limited entry in January

Length: 10 months

Schedule: Monday to Friday, approx. 25 hrs a week

Class Size: 25 Students

How Apply

- Fill out application package available from TRU
- Participate in intake interview

Part-Time Life Skills

Contact Person(s): Lori De Frias
Consultant

Address: Thompson Rivers University
PO Box 3010
Kamloops BC V2C 5N3

Phone: (250) 828-5297

Fax: (250) 371-5514

E-mail: defrias@tru.bc.ca

The following courses address a variety of topics of interest and importance to adult students with a disability. In all programs, the individual needs of each student are the first priority. These programs are designed to encourage personal growth, normalization of behaviours, improved communication and participation in university and community life. A sample of the following courses is offered each year on a part-time basis.

Money Skills I and II

The course is designed to address the individual needs of the student in the area of Money Skills and/or Banking/Budgeting Skills. Students will have the opportunity of working in either group. A wide range of topics in each area will be covered. Instruction will involve practical application, where possible, to prepare the individual for **more independent living**. Assignments to be done at home will be part of the course.

For students who desire to improve skills with money. Students should have a beginning knowledge of money to participate in the course. Students may be asked for a nominal fee to cover field work. Textbook will be required and can be purchased for approximately \$10.00.

Life Skills Reading I

This course is designed for students who wish to improve their current reading skills. Vocabularies will be developed from a number of life skill areas such as recipe reading, newspapers or directions on household products. The course includes both in-class assignments and some homework. Students may be asked for a nominal fee to cover field work.

Life Skills Reading II

This course is designed for students who wish to improve their current reading skills. Vocabularies will be developed from a number of life skill areas, as well as areas of individual student interest, within the context of Life Long learning. Our curriculum encourages independent thinking, problem solving, and self awareness.

Computer Awareness

This course will help the students become more at ease with a computer. Students will gain a basic knowledge of the computer and its uses in our lives. Students will work with Microsoft Word processing program and Microsoft Publisher program. Students will learn to key, edit, format, print and save material. They will also learn to search for information by being introduced to the Internet. Students will also have the opportunity to communicate by use of web mail.

This program is relevant for students with a disability who wish to become more familiar and more comfortable with computers.

Program Details

Application Deadline: Open

Start Dates: September and January

Length: 4 months

Schedule: Twice a week, 3 hrs a week

Class Size: 12 students

Fees: \$150.00
per course

**Thompson River University
Williams Lake Campus**

Programs

Contact Person(s): Alice Stoddard, Instructor
University and Career
Preparation Department

Address: Thompson Rivers University
201 - 383 Oliver St
Williams Lake BC V2G 1M4

Phone: (250) 392-8168

Website: <http://www.tru.bc.ca/wlake>

Workskills Training Program

The University and Career Preparation Department in Williams Lake offers the Workskills Training Program for students with disabilities or learning difficulties who do not have the academic qualifications for regular University programs. Students will develop specific job and job readiness skills and improve their functional reading, writing, math, and oral communication skills. The program is individualized to meet student needs and includes opportunities for work experience in the community.

If you know someone who may be interested in this program, please contact Alice Stoddard at (250) 392-8168.

University College of the Fraser Valley

Services

Contact Person(s): Dr. James Blackburn, Coordinator, Disability Services

Address: University College of the Fraser Valley
33844 King Rd
Abbotsford BC V2S 7M9

Phone: (604) 557-4034

FAX: (604) 855-7614

TDD: (604) 557-4034 or (604) 795-2843

E-mail: james.blackburn@ucfv.ca

Website: <http://www.ucfv.bc.ca/disabilityservices.htm>

How to Access Services

Contact Pat Nevokshonoff (604) 504-7441
Pat.nevokshonoff@ucfv.ca

Carla Petker, Access Advisor (Abbotsford) (604) 864-4609
Carla.petker@ucfv.ca

Ellen Dixon, Access Advisor (Abbotsford) (604) 557-4034
Ellen.Dixon@ucfv.ca

Glen Whitfield, Access Advisor (Chilliwack) (604) 795-2843
or, E-mail: glen.whitfield@ucfv.ca

Special Services/Equipment Available to Students

- assistance in registering and timetabling
- campus access information
- individual learning assistance and tutorial services arranged on request.
- Note taking
- texts in alternative formats through inter-library loans
- talking calculators
- Braille
- Kurzweil readers in Abbotsford and Chilliwack campus libraries for use by students who are print impaired or have a learning disability
- learning assistance
- lab with adaptive technology
- Writing and Mathematics Centres

**University College of the Fraser Valley
Abbotsford, Chilliwack, Mission and Hope Campuses**

Services

Contact Person(s): Bonnie Hamilton, ASE Instructor

Address: University College of the Fraser Valley
Heritage Park Centre
33700 Prentice Ave
Abbotsford BC V2V 2J8

Phone: (604) 820-4587 local 6011

E-mail: HAMILTONB@ucfv.bc.ca

Website: <http://www.ucfv.bc.ca/drc/>

Communication Skills for Students who are Non-Verbal

- A course for adults with multiple disabilities who communicate in ways other than speech.

Creative Conversation Skills for Students with Disabilities

- A basic course in reading, listening, and speaking effectively at home, in the community, and at work.

Literacy for Students with Disabilities

- Improve your ability to read, write, and communicate effectively at home, in the community, and at work.

Budgeting Strategies for Students with Disabilities

- This course will cover the basics of money handling, from working on coin recognition to budgeting money.

Introduction to Computers for Students With Disabilities

- This course will cover the basics of word processing, Internet access, and E-mail practice. It offers an opportunity for the beginner to explore the world of computers in a comfortable, non-threatening environment.

Program Details

Application Deadline: Continuous Intake
Start Dates: September and January
Length: 10 weeks
Schedule: Once a week for 3 hours
Class Size: Varies

How to Apply

1. Contact DRC Coordinator or Assistant.
2. Interview with Instructor.

**University College of the Fraser Valley:
Mission Campus**

Programs

Contact Person(s): Bonnie Hamilton, Instructor
Address: University College of the Fraser Valley
Heritage Park Centre (Mission)
33700 Prentice Ave PO Box 1000
Mission BC V2V 7B1
Phone: (604) 820-6011
Fax: (604) 826-0681
E-mail: hamiltonb@ucfv.bc.ca

Workplace Task (Training in Attitude, Skills and Knowledge for the Workplace)

A full time program for students with disabilities offered at Heritage Park Centre (Mission). Students are instructed in basic employability skills, workplace literacy and basic computer skills. A four week work experience practicum is followed by a job search module in the winter semester. Workshops included in the program are WHMIS, Infectious Diseases, Food Safe, Super Host, First Aid and Employment Standards.

Program Details

Application Deadline: Continuous Intake
Start Dates: Fall Semester
Length: 8 months (2 semesters)
Schedule: Tuesday, Wednesday, Thursday (9:00 am - 3:00 pm)
Class Size: Varies

How to Apply

1. Contact Bonnie Hamilton.
2. Interview with Instructor.

University of British Columbia

Services

Contact Person(s): Diversity Advisor- Disability:
Dave Symington
Ruth Warwick
Lawrie Williams
Janice McGill

Director- Janet Mee

Address: University of British Columbia
Room 1040, 1874 East Mall
Vancouver BC V6T 1Z1
Office location:
Disability Resource Centre and
Crane Resource Centre-Brock Hall

E-Mail: disability.resource@ubc.ca

Phone: (604) 822-5844

Fax: (604) 822-6655

TTY: (604) 822-9049

Website: <http://students.ubc.ca/access>

Services and Activities

The Disability Resource Centre (DRC), a unit within Access & Diversity, coordinates services and programs that facilitate access for students, staff and faculty with disabilities in all areas of university life. Students with disabilities are invited to meet with a Diversity Advisor – Disability to discuss the range of academic accommodations and programs for which they may be eligible. In keeping with UBC's *Policy on Academic Accommodations for Students with Disabilities*, academic accommodations are determined on the basis of a student's documentation of disability and the essential learning outcomes of courses.

As part of Access and Diversity, Crane Library houses alternate formatted materials, which are produced on-site.

Students may arrange an appointment with an Advisor by phone 604-822-5844 or TTY 604-822-9049, Monday to Friday, 8:30 am to 4:30 pm or email disability.resource@ubc.ca.

Special Services/Equipment Available to Students

- Academic adjustments (e.g. academic accommodation letters; taping lectures)
- Academic concessions (e.g. course substitutions, assistance with extensions and course withdrawals as appropriate)
- Adaptive equipment and software (e.g. adapted computer technologies; magnification, voice recognition)
- Adaptive materials (e.g. transcription of print into audio, electronic text, Braille or large-print formats)
- Alternative communication (e.g. captionist; oral/sign-language interpreters)
- Alternative testing (e.g. utilizing adapted computers; extended time; alternate formats; private space; spell checkers; calculators)
- Student assistance/aids (e.g. adaptive technology training; notetaking; library assistance)
- Procedure modification (e.g. admissions/registration assistance; early registration; room changes)
- Strategic content tutoring program
- Assistance with disability-related funding applications
- Other services (e.g. enhanced library services; priority registration for accessible campus housing)

University of British Columbia Okanagan

Services

Contact Person(s): Mary DeMarinis
Address: University of British Columbia
Okanagan
3333 University Way
Kelowna, B. C.
V1Y 1V1
Office location:
SSC 119C
E-Mail: Disres.okanagan@ubc.ca or
mary.demarinis@ubc.ca
Phone: (250) 807-9263
Fax: (250) 460-6070

Website: <http://okanagan.students.ubc.ca/current/disres.cfm>

Services and Activities

DRC facilitates the participation of students, faculty, staff and visitors to the University of British Columbia Okanagan (UBC O) by:

- working with the University to eliminate systematic, structural and attitudinal barriers
- promoting disability-related services, research, teaching and program initiatives
- providing information on campus services, programs and accessibility
- assisting with the transition from school, college and the community to UBC
- liaising with faculty and staff regarding disability issues

Special Services/Equipment Available to Students

- Academic adjustments (e.g. academic accommodation letters; taping lectures)
- Adaptive equipment (e.g. adapted computer technologies; Braille; magnification)
- Adaptive materials (e.g. transcription of print into audio, Braille or large-print formats)
- Alternative communication (e.g. captionist; oral/sign-language interpreters)
- Alternative testing (e.g. utilizing adapted computers; extended time; alternate formats)
- Student assistance/aids (e.g. computer training; notetaking; tutoring; typing)
- Procedure modification (e.g. admissions/registration assistance; early registration; room changes)
- Other services (e.g. enhanced library services; priority registration for accessible campus housing)

University of Northern British Columbia

Services

Contact Person(s): Maureen Hewlett, M.Sc., Psych
Disabilities Advisor
Brenda Christensen, Disability Services Assistant

Address: University of Northern British Columbia
Disability Services - Learning Skills Centre
3333 University Way
Prince George BC V2N 4Z9
Office Location: Room 7-103

Phone: Hewlett: (250) 960-6355
Christensen: (250) 960-5682

Fax: (250) 960-5775

E-mail: hewlettm@unbc.ca
christb@unbc.ca

Website: <http://www.unbc.ca/disabilities>

How to Access disability Services

Please contact Maureen Hewlett, Disabilities Advisor, (250) 960-6355 or Brenda Christensen, Disability Services Assistant, (250) 960-5682, regarding academic accommodation and other disability related services.

- Documentation is required for all accommodation requests.
- Contact Disability Services as early as possible.

Special Services/Equipment Available to Students

- exam and classroom accommodations
- assistive technology
- building accessibility
- grants for technology services
- one-to-one tutoring and skill development

University of Victoria

Services

Contact Person(s): Laurie Keenan
Resource Centre for Students with Disabilities

Address: Resource Centre for Students with a Disability
University of Victoria
PO Box 3015
Victoria BC V8W 3P1
Office Location:
Room 150, Campus Services Building

E-Mail: Inforcsd@uvic.ca

Phone: (250) 472-4947

Fax: (250) 472-4443

Website: <http://www.uvic.rcsd.ca>

How to Access Services

Services are available to registered UVic students. Students should make an appointment with an advisor as soon as possible before starting classes. We are also available for advice to students applying to UVic.

- Documentation is required for all accommodation requests.
- Contact a Student Advisor as early as possible.

Special Services/Equipment Available to Students

- specially equipped resource rooms
- classrooms equipped with FM systems
- assisting with
 - securing Canada Study Grant
 - referrals to AT-BC
 - alternate textbook acquisition
- Academic adjustments (e.g. academic accommodation letters; taping lectures)
- Alternative communication (e.g. captionist; oral/sign-language interpreters)
- Alternative testing (e.g. utilizing computers; extended time; alternate formats)
- Student assistance (e.g. notetaking; tutoring; typing)

Vancouver Community College

Services

Contact Person(s): Karin Steichele Assistant Department Head, Tara-Jean Wenc Counselor,
Services for Students with Disabilities, Counseling Dept. Services for Students with Disabilities,
Counseling Dept.

Address: Vancouver Community College Vancouver Community College
Broadway Campus Broadway Campus
1155 East Broadway 1155 East Broadway
Vancouver BC V5N 5T9 Vancouver BC V5N 5T9

Phone: (604) 871-7206 (604) 443-7201

Fax: (604) 871-7100 (604) 871-7100

TDD: (604) 871-7195 (604) 871-7195

E-Mail: ksteichele@vcc.bc.ca twenc@vcc.cbc.ca

Contact Person(s): Ron Kee, Assistant Department Head, Jami Nystrom Lead Interpreter,
Services for Students with Disabilities, Counseling Dept. Interpreting and Braille Services

Address: Vancouver Community College Vancouver Community College
Downtown Campus Downtown Campus
250 West Pender St 250 West Pender St
Vancouver BC V6B 1S9 Vancouver BC V6B 1S9

Phone: (604) 443-8445 (604) 443-8583

Fax: (604) 443-8444 (604) 443-8588

TDD: (604) 443-8323 (604) 443-8594

E-mail: rkee@vcc.bc.ca jnystrom@vcc.bc.ca

Website: <http://www.vcc.bc.ca/>

Counseling Department Phone: (604) 443-8596

Coordination of Services

Contact Ron Kee, Assistant Department Head, Counseling and Advising Services

Phone: (604) 443-8445
Fax: (604) 443-8444
TDD: (604) 443-8323

How to Access Services

Broadway Campus (King Edward)

Make an appointment with the Counselor through the Counseling Department at (604) 443-8440. In order to receive services which can assist in making the College accessible, it is important to request them well in advance of the starting date. Verification of disability may be required.

Downtown Campus (City Centre)

Contact Services for Students with Disabilities in the Counseling Department at (604) 443-8458 for an appointment with an advisor and/or counselor. It is strongly recommended that you contact Services for Students with Disabilities well in advance of your program start date in order to avoid unnecessary delays. If you require specialized services, there may be a significant wait due to availability of personnel, instructional materials and/or equipment. Verification of disability may be required.

Special Services/Equipment Available To Students

These are some of the special services available:

- assistance with registration and admission procedures
- designated parking
- interpreting services for the Deaf and hard of hearing
- referral to College and Institute Library Services for print impaired students
- referral to Adult Services Project, for students needing special equipment and technology
- exam accommodation
- counseling services
- detailed program information and advising for both specialized and traditional programming (group and individual sessions)
- equipment adaptation
- Brailled and/or taped or large print tests/materials for students who are blind, have low vision, or have a documented learning disability
- referral for educational assessment, job search assistance, and personal support
- student success workshops on a variety of topics including reading and study skills, stress and time management, test taking, assertiveness, and job search

Vancouver Community College Downtown Campus

Programs

Contact Person(s): Lorna Downie, Department Head Community
and Career Education Department

Address: Vancouver Community College
250 West Pender St
Vancouver BC V6B 1S9

Phone: (604) 443-8434

E-mail: ldownie@vcc.bc.ca

Website: <http://www.vcc.bc.ca/>

Career Awareness

This program provides a supportive environment for students with disabilities to explore employment options, increase their level of job readiness, gain practical work experience and set work-related goals. It consists of approximately 26 weeks of classroom activities and 15 weeks of supervised community work experiences matched to the student's interests and abilities.

Program components include:

- industry tours
- career exploration
- social skills curriculum
- generic work skills
- employment counseling
- community work experience

Program Details

Application Deadline: Intake conducted March through June

Start Date: September

Length: 9.5 months

Schedule: Monday to Friday, 9:00 am to 3:00 pm

Class Size: 10 Students

How to Apply

1. Contact Services for Students with Disabilities (604) 443-8451 for information and application.
2. Participate in interview with two members of the Career Awareness Program.

Retail Food and Supermarket Careers

This program provides students with the opportunity to develop skills for entry level employment in the supermarket and retail food industry.

Specific work skills include:

- customer service
- shelf stocking
- grocery wrapping
- product knowledge
- bottle and can returns
- FoodSafe Level I
- safety
- fruit and vegetable identification
- price checking
- communication skills

The program consists of a classroom component alternated with 13 weeks of supervised community work experiences in retail food stores or supermarkets.

Program Details

Application Deadline: Intake conducted March through June

Start Date: September

Length: 9 1/2 Months

Class Size: 10 Students

How to Apply

1. Contact Services for Students with Disabilities (604) 443-8451 for information and application.
2. Participate in an Interview with two Program Instructors

Clerical Skills (Part time)

This series of courses prepares students for entry level employment as junior clerical works. Courses include:

- Introduction (and Assessment) to Clerical Careers
- Effective Work Habits
- Mail Preparation and Shipping /Receiving
- Record Keeping
- Reception and Telephone Skills
- Customer Service
- Using the Internet

Program Details

Application Deadline: Continuous

Start Date: September, January and March

Length: 8 – 12 weeks

Class Size: 8 Students

How to Apply

Contact Services for Students with Disabilities (604) 443-8451 for information and application.

Community and Career Education Literacy Courses (Part-Time)

These part-time course offerings increase students' functional academics, encourage integration into the community, and develop work skills.

Course titles are as follows:

- Reading and Writing for Everyday Use - Levels 1, 2, 3, and 4.
- Computer Applications
- Managing Your Money

Prerequisites:

- Difficulty with learning
- Comfortable in an alternative learning environment for students with disabilities
- Interview with instructor and Student Services Assistant for Students with Disabilities

Course Details

Application Deadline: None

Start Date: September

Length: 10 months

Schedule: Depends upon course but twice weekly

Fees: **Tuition is Free**
Application Fee \$30.00
Student Association fee \$2.27/credit hr
College Initiative fee \$2.00/credit hr

How to Apply

1. Contact Services for Students with Disabilities (604) 443-8451 for information and application.
2. Interview and assessment required.

Food Service Careers Program

Contact Person(s): Lorna Downie, Department Head

Address: Vancouver Community College
250 West Pender St
Vancouver BC V6B 1S9

Phone: (604) 443-8434

E-mail: ldownie@vcc.bc.ca

This program prepares individuals for entry level positions within the food service industry. The program provides training in personal safety, communications, and problem solving. Specific work skills include:

- dishwashing and bussing
- preparing vegetables
- Foodsafe I
- preparing meats
- identification and use of kitchen hand tools and equipment
- preparing salads and sandwiches

The program consists of a classroom component, lab and 13 weeks of supervised work experience in the food service industry.

Program Details

Application Deadline: Intake conducted March - April

Start Date: August

Length: 9.5 Months

Schedule: Monday to Friday, hours vary

Class Size: 9 Students

How to Apply

1. Contact Services for Students with Disabilities (604) 443-8451 for information and application.
2. Interview and assessment required.

**Vancouver Community College
Broadway Campus**

Program for Visually Impaired Adults

Contact Person(s): Betty Nobel, Department Head

Address: Boradway Campus, V.C.C.
1155 East Broadway
Vancouver BC V5N 4N3

Phone: (604) 871-7339

This program provides training for low vision and blind students who require special communication skills to enable them to resume or to continue academic and/or vocational training. Specific training includes:

- Braille
- keyboarding
- business English
- WordPerfect 5.1 including DOS
- English/math upgrading
- ESL for visually impaired
- Windows 3.11 and WordPerfect for Windows

This program is also designed to provide blind and low vision students with the basic educational requirements for further vocational and academic training. Instruction in this program is provided to the grade 10 level while more advanced students will integrate into the regular ABE program.

Program Details

Application Deadline: None - Continuous Enrolment

Start Date: September, January, May - May enroll continuously

Length: 10 Months

Schedule: Monday to Friday, 8:30 am to 3:00 pm

Class Size: 9 Students in the computer lab, 12 students doing either upgrading, Braille or keyboarding

Fees: **Tuition free for students who have not graduated.**
\$56.00/credit for graduates
Application fee \$30.00
College Initiative fee \$3.00-\$7.50/mth
Student Association fee \$3.41-\$8.51/mth
depending on number of hours enrolled

How to Apply

- Contact Program Coordinator for interview.

Program for Deaf and Hard of Hearing Adults

Contact Person(s): Andrea Sam, Department Head

Address: Broadway Campus, V.C.C.
1155 East Broadway
PO Box 24620 Station F
Vancouver BC V5N dT9

Phone: (604) 871-7342 (voice mail only)

Fax (604) 871-7100

TTY: (604) 871-7341

This program provides deaf and hard of hearing students with basic education skills for access to further academic and vocational training. The program also offers English as a Second Language and literacy and numeracy skills for those wishing to enhance their employment or independent living opportunities. The program includes instruction in:

- English
- Mathematics
- Speech reading
- English as Second Language
- American Sign Language
- Special classes or workshops

Admission Requirements

- Deaf or hard of hearing.;
- Eighteen years of age or older, or out of school for one year or more;
- Able to communicate independently in one or more of the following:
 - Spoken or written English;
 - American Sign Language; or,
 - Individuals' native sign language

Program Details

Application Date: June 15, December 1, March 1

Start Date: September, January, April (Program closed July-August)

Length: Up to 10 months

Schedule: Monday to Friday, 8:30am to 3:00pm

Class Size: 8 Students (average)

Fees: **Tuition is Free**
Application Processing Fee \$30.00
College Initiative Fee \$3.00-\$7.50/mth depending on number of hours enrolled
Student Association Fee \$3.41-\$8.51/mth depending on number of hours enrolled

How to Apply

- Contact Program Coordinator for interview.

Speechreading Course

- A Certificate of Completion will be given at the end of the term.

Admission Requirements

- Deaf or hard of hearing. Hard of hearing applicants will be given priority (family members/friends are welcome to register with applicant);
- Eighteen years of age or older, or out of school for a year or more;
- Good knowledge of oral English (both native speakers and ESL adults welcome); or,
- Reasonably intelligible speech (able to be understood by another person by hearing alone).

Program Details

Start Date: September, January, April

Length: 11 to 12 weeks, two and a half hours per session

Schedule: Monday evenings, 7:00pm -9:30pm

Fees: **Tuition is Free**

Application Processing Fee \$30.00

College Initiative Fee \$3.00-\$7.50/mth depending on number of hours enrolled

Student Association Fee \$3.41-\$8.51/mth depending on number of hours enrolled

How to Apply:

- For both day and evening classes, contact Program Office to set up interview or get more information. Day students may be required to be assessed. Speechreading course applicants must meet Program Coordinator and receive the Permission to Register form.

Table of Acronyms

ABE	Adult Basic Education
ABESAP	Adult Basic Education Student Assistance Program
APSD	Assistance Program for Students with Permanent Disabilities
ASE	Adult Special Education
ASL	American Sign Language
AT-BC	Assistive Technology BC
BOE	Basic Occupational Education Program
CSG-PD	Canada Study Grants for Students with Permanent Disabilities
DRC	Disability Resource Centre
EA	Electronic and General Assemble
FS	Food Services
IEP	Individual Education Plan
IEPA	Individualized Education Program for Adults
OC	Okanagan College
PACE	Preparing for Access to Careers and Education
PSCAS	Post-Secondary Communication Access Services
RB	Retail and Business Services
SAME	Supported Access to Modified Education
TAB	Training Assistance Benefits Program
TARGET	Techniques for Access, Reaching Goals and Employment Training
TDD	Telecommunication Devices for the Deaf
TSSP	Technology and Services Support Program
UBC	University of British Columbia
VRS	Vocational Rehabilitation Services
WRT	Work Readiness Training
WST	Workplace Skills Training