

WELCOME!

The purpose of this booklet is to tell you about the services available through the Atlantic Centre and to identify other campus resources. Students are responsible for their success on campus but there are many resources available to help you achieve your goals.

COUNSELLING

Our students are smart, creative people who generally have struggled to get through educational systems. To address the outcome of these struggles Atlantic Centre counsellors work with students on how to learn, how to stay focused, how to advocate for themselves and how to get the help they need while being self-directive. The counselling program is designed to help you take control through academic, personal/social, and career development, organization and learning strategy consultation, assistive technology training, consultation about appropriate accommodations, and assists you in putting accommodations into place. Students work with counsellors to establish an individualized support program.

Accommodations

Due to the nature of your disability you may require use of a computer, a reader, a scribe, spell/grammar check, and/or extra time for exams/tests; you may require other special arrangements, like note taking support. It is your responsibility to discuss the nature of accommodations with your counsellor at the beginning of each semester. If it is agreed that you will need special arrangements, your counsellor will provide you with a letter to give to your instructor requesting special arrangements and explaining the reasons. Where needed the Atlantic Centre will assist with the implementation of those arrangements.

You are responsible for making the initial contact with instructors to discuss any requests for accommodations and to clarify any issues or concerns that may arise throughout the semester.

Exams/Tests

You are responsible for giving the exam coordinator **at least one week's notice** of upcoming exams. The Atlantic Centre may not be able to provide exam or test accommodations if you provide insufficient notice. University rules regarding cheating apply to all students. You can submit an exam request form in person at the Atlantic Centre or online: <http://www.smu.ca/administration/atlcentre/exam.html>

Interpreting Services

If you need interpreters for your classes, you should try to provide your counsellor and the Atlantic Centre Interpreter Coordinator with your full schedule as soon as you have finished registering and well before classes begin. Please include your full course list, especially section numbers, room numbers, days, times, and professors' names.

Making an interpreter schedule that matches and accommodates your academic schedule is always the top priority for the upcoming year. Interpreters for regular classes and labs etc., will always be booked first. However, you can request an interpreter for an outside of the classroom academic event such as (1) a meeting with your professor, tutor, note taker, academic advisor etc. (2) for an exam that you will be writing at the Atlantic Centre, or (3) a course-related field trip or special event. Any requests like these should first be made to the Interpreter Coordinator and depend, of course, on interpreter availability.

If you are sick or can't make it to class, please try to contact your interpreter/s directly or tell the interpreter coordinator at least 24 hours beforehand (if possible).

Note Taking Support

Students with many types of disabilities find note taking services to be an invaluable aid during their course of study. Students that need this accommodation benefit from volunteer note takers, note taking technology, obtaining class notes directly from their professor or recording lectures. The Centre supplies no-carbon-required duplicate copy paper that the student provides to the volunteer note taker and the student retains copies of the notes. Some instructors at Saint Mary's take part in the **Liberated Learning Initiative**. Speech to text technology allows students to see and hear a lecture at the same time, then have access to edited lecture notes. Speak to your counsellor about this, and if you need to request note taking support.

You can find us on the third floor of
Saint Mary's O'Donnell-Hennessey
Student Centre.

How to Contact us

Dr. David Leitch, *Director*

Telephone: 420-5449 Email: david.leitch@smu.ca

Administrative Assistant

Telephone: 420-5452 Email: chris.grace@smu.ca

Megan Adams, *Exam Coordinator*

Telephone: 496-8775 Email: megan.adams@smu.ca

Kris Seibert, *ASL/English Interpreter/Coordinator*

Telephone: 496-8740 Email: kris.seibert@smu.ca

Kim Penny, *Disability Resource Facilitator*

Telephone: 491-8617 Email: kim.penny@smu.ca

Barry Abbott, *Counsellor*

Telephone: 496-8742 Email: barry.abbott@smu.ca

Jane Bagnall, *Counsellor*

Telephone: 420-5452 Email: jane.bagnall@smu.ca

Sarah Roberts, *Counsellor*

Telephone: 420-5837 Email: sarah.roberts@smu.ca

Saint Mary's University
Atlantic Centre of Research, Access,
and Support for Students with
Disabilities

Telephone: 902.420.5452
TTY: 902.425.1257
Fax: 902.496.8122

www.smu.ca/administration/atlcentr/welcome.html



10/11

Today's Saint Mary's

The Atlantic Centre

for Students with Disabilities

STUDENT GUIDE



One University. One World. Yours.

Halifax, Nova Scotia, Canada www.smu.ca

Computer Lab

The Atlantic Centre's computer lab is available to you during our regular office hours, and the computers there contain several popular accessibility software programs, such as Kurzweil 3000, as well as provide internet access as part of Saint Mary's campus network. Certain hardware is available to students with visual impairments for image enhancement and Braille, plus two workstations have electrically powered adjustable tables to accommodate students in wheelchairs.

Scanning Services

The Ferguson Library is located on the main floor of Saint Mary's Patrick Power Library. This special library serves students who have any kind of print disability, and it contains a repository of over 300 electronic texts. Academic materials that you need can be scanned and edited there if you find printed media a barrier or a challenge.

After discussing your needs with your counsellor, you should try to contact your professors as early as possible to get your course required books and other readings to be scanned. For more information, contact Walt Tanner at: walt.tanner@smu.ca.

Scholarships & Funding

As a client of the Atlantic Centre, you may be eligible for one (or more) scholarships specifically designated for students with disabilities. If you are interested in how, where, and when to apply for this additional funding, please ask your Atlantic Centre counsellor. Our Disability Resource Facilitator assist students with grants and services offered through student loan.

The Employment Connection

An employment counsellor within the student employment office specializes in working with students with disabilities and prospective employers to find meaningful employment related to the students' education/degree. For more information, contact Steve Noel at: steve.noel@smu.ca

Mentorship Program

This program was designed to provide support to first year students in the form of academic and social skill development and aims to foster a sense of community at Saint Mary University. The program aims to help students:

- Identify strategies that help develop and enhance a sense of student identity
- Identify strategies that help articulate a sense of purpose about being at university and about pursuing their particular program of study
- Provide education that assists with academic and social transitions (i.e ways to reduce stress, friendship networking and building)
- Identify targets to develop strengths, foster independence, maturity and self-confidence

To learn more contact Emily Anderson (Program Coordinator) smumentors@gmail.com or speak with your counsellor
T 902.420.5452
F 902.496.8122

The First Year

Your first year of university can be challenging, confusing, rewarding, and exciting all at the same time. University is not only about succeeding academically, but growing as a person, and finding ways to participate in the university community. Therefore, we are pleased to invite you to participate in our Student Services Success Program, F.Y.I. Boot Camp, which will take place on September 10th and 11th. These two days of workshops and activities will ensure that you have the tools and support you need to thrive in your first year at Saint Mary's. To learn more contact **Bobbi.Beuree@smu.ca**, or call 902.496.8797 or visit the website <http://www.smu.ca/administration/studentservices/fvi.html>

Other Campus Resources

Student Services are mainly located on the fourth floor of the student centre and include counselling services (personal and career), health services, financial aid, the student employment centre, career development centre, and many other helpful staff and services to assist you with your academic life. Visit their website at:

<http://www.smu.ca/administration/studentservices/welcome.html>

Saint Mary's University Student Association (SMUSA) is on the fifth floor of the student centre. SMUSA is in charge of the Metro Transit U-Pass, health plans, a tutor database, book exchange, the yearbook, plus many other committees, societies and groups, especially the Student Representative Council (SRC) which includes a students with disabilities representative. See the range of what SMUSA can do for you at:

<http://www.smusa.ca/index.asp>

The Writing Centre is located in the Burke building and serves all Saint Mary's students who want to improve their academic writing skills. This is a free service, and although the peer tutors do not proofread papers, they can help you become a better writer through one-on-one hour long tutorials. See the Writing Centre website at:

<http://www.smu.ca/academic/writingcentre/welcome.html>

The Patrick Power Library is an invaluable place for students to go if they need research assistance. The reference desk staff are experts in finding that elusive article or book, and can help you navigate your way through the Novanet catalogue and the many online databases available for your use. Additionally, the library's home page contains many links to other academic resources including tips on academic writing and on how to properly use citation styles (e.g. MLA or APA format) to write academic papers properly and avoid plagiarism. The library's home-page is: <http://www.smu.ca/administration/library/>

Academic Advisors are there to help you make the right choices for your degree at SMU. One advisor for each faculty (Arts, Science, and Business), plus a first year student advisor is on campus and available to meet with you to talk about any academic advice that you may need. The advisors are:

Arts – Stacey French or **Olu Oredugba** in MM215

Telephone: 420-5413 Email: stacey.french@smu.ca or olu.oredugba@smu.ca

Science and Engineering – Susan Doré in S 222

Telephone: 491-6214 Email: susan.dore@smu.ca

Business – Lois Larson in SB 208

Telephone: 420-5527 Email: lois.larson@smu.ca

First Year Advisor in Student Centre 418

Telephone: 496-8797 Email: firstyear@smu.ca

Financial Aid & Awards Wondering how you can possibly afford university life? Financing post-secondary education is not an easy task. Tuition fees, room and board, books, and transportation; the costs all add up! The professionals at the Financial Aid & Awards Office are dedicated to helping you achieve your goals and escape the debt trap. The office provides students with information on: • **Budget planning** • **Budget and debt counseling** • **Student loans** • **Internal scholarships and bursary programs** • **External scholarships and bursary programs** • **Alternative sources of financial aid** • **Educational cost estimates** Their website describes the services offered by the Financial Aid & Awards Office, as well as the types of scholarships, bursaries, and government funds available to current Saint Mary's students and those planning to attend.

<http://www.smu.ca/administration/studentservices/aid.html>