

Taking Courses at Other U of T Campuses:

Transfer of Accommodations

In order to receive services and supports at another University of Toronto campus, you must contact your home campus Accessibility/AccessAbility Services office so that they can forward your accommodations to the appropriate office. **Your home campus is defined as the campus to which you pay your tuition fees.**

Given the different academic programs and services operating on each campus, there is some variation in how accommodations are administered at each campus. You are required to attend an appointment with an Accessibility Advisor/Disability Consultant on the alternate campus at which you are taking the course to ensure that you are familiar with their procedures.

To implement your accommodations on another campus you must complete the instructions outlined below:

Instructions

1	<p>Complete and submit the Taking Courses at Other U of T Campuses Form to your home campus Accessibility Services office. (See contact information at the end of this section for your home campus).</p> <p>Once Accessibility Services receives this form from you, your Accessibility Advisor/Disability Consultant from your home campus will work with you to come up with an accommodation plan for the other campus, and will fax or scan your accommodations to the Accessibility Services office of the appropriate campus.</p>
2	<p>A receptionist/administrative staff from the alternate U of T Campus you are taking the course at will contact you directly regarding an appointment to meet with an Accessibility Advisor/Disability Consultant, who will explain how accommodations are provided <u>at that campus</u>.</p> <p>If you do not receive a call or e-mail from them, please follow up at the contact information for the alternate U of T Campus below.</p>
3	<p>Attend your Intake Interview at the alternate U of T Campus.</p>

Campus Contact Info

Accessibility Services U of T Mississauga

General Inquiry Tel: 905-569-4699
Fax: 905-569-4366

Web: www.utm.utoronto.ca/accessability
Email: access.utm@utoronto.ca

3359 Mississauga Rd. North
Room 2037, Davis Building
Mississauga, ON L5L1C6

AccessAbility Services U of T Scarborough

General Inquiry Tel: 416-287-7560
Fax: 416-287-7334

Web: www.utsc.utoronto.ca/ability
Email: ability@utsc.utoronto.ca

1265 Military Trail, Room AA142
Scarborough, Ontario M1C 1A4

Accessibility Services U of T St. George

General Inquiry Tel: 416-978-8060
Fax: 416-978-5729

Web: www.studentlife.utoronto.ca/as
Email: accessibility.services@utoronto.ca

455 Spadina Avenue, 4th floor, Room 400
Toronto, ON M5S 2G8

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Accommodations

If you have specific course concerns, discuss this with the Accessibility Advisor/Disability Consultant at the campus where the course is taking place. They will be more familiar with the campus and faculty.

If you would like to make any changes to your accommodations, **you must speak to your home campus Accessibility Advisor/Disability Consultant**. All updates and/or changes would then be communicated **by your home campus** to your Accessibility Advisor/Disability Consultant at the other disability office. (e.g., UTSG students taking a course at UTM should speak to their UTSG Accessibility Advisor/Disability Consultant; UTM students taking a course at UTSG should speak to their Accessibility Advisor/Disability Consultant at UTM, etc.)

Accommodations will apply only for the duration of the course(s) listed on the Transfer of Accommodation form. You will need to complete a new transfer request each time you take a new course (or new courses) in a new term at another U of T campus. New course(s) = New Accommodations.

Deadlines

Deadlines for accommodations are different on each campus. For example, due to the differing campus calendar dates for when final exams are held, each campus has a different deadline to submit final exam accommodation requests.

- [UTM Important Dates](#)
- [UTSC Important Dates](#)
- [UTSG Important Dates](#)

It is very important to note that even though you may be taking a course at another campus, you must still adhere to the academic and financial deadlines of your **home campus**. If you have questions, please speak to your Registrar's Office.

Documentation

You are not required to re-submit medical documentation to other campus Accessibility Services offices. Your documentation will be kept on file at your **home campus**. If you wish to discuss potential changes to your accommodations, you will need to contact your **home campus** Accessibility Services office. All updates and changes will then be communicated to the other Accessibility Services Office.

Financial Aid

If you need to submit a disability related bursary (e.g. OSAP, BSWD), you will need to speak with your **home campus** Financial Aid office and primary Accessibility Advisor/Disability Consultant to discuss any disability-related funding.

Petitions

Students requesting a deferred examination due to a disability related barrier should consult with their Accessibility Advisor/Disability Consultant at their **home campus**.

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Student Information

Student Number:	<input type="text"/>	UofT Email:	<input type="text"/>	
Student Name:	<input type="text"/>			
Preferred Name:	<input type="text"/>	Pronoun:	<input type="text"/>	
Telephone Number:	<input type="text"/>	Can messages be left at this number?	Y <input type="checkbox"/> N <input type="checkbox"/>	
Cell Number:	<input type="text"/>	Can messages be left at this number?	Y <input type="checkbox"/> N <input type="checkbox"/>	
My home campus is:		<input type="checkbox"/> UTM	<input type="checkbox"/> UTSC	<input type="checkbox"/> St. George
I am registered in a course at another U of T campus:		<input type="checkbox"/> UTM	<input type="checkbox"/> UTSC	<input type="checkbox"/> St. George

Please indicate any time sensitive accommodation needs:

What term are you requesting accommodations for ?

FALL: Sept - Dec WINTER: Jan -Apr SPRING: May-Jun SUMMER: Jul-Aug

Please forward my contact information and accommodations to the Accessibility Services office on the campus at which I am taking a course:

- I understand that any changes regarding my accommodations or questions regarding disability funding must be discussed with my home campus Accessibility Advisor/Disability Consultant.
- I understand that I am expected to follow academic and financial policies as per the academic calendar at my home campus, and that I am encouraged to consult with an Academic Advisor or Registrarial staff regarding taking courses at other campuses.
- I understand that my home campus Accessibility Advisor/Disability Consultant may need to supply additional information relating to the provision of my accommodations.
- I understand that it is my responsibility to meet with an Accessibility Advisor/Disability Consultant on the campus at which I am taking a course to complete my registration, discuss my accommodations and review office procedures.

Signature


Signature of the Student submitting this form. (Electronic signature will be accepted)

Date

MM

DD

YYYY

I have reviewed and signed the Notification Page (located on the reverse / next page) 

For Office Use Only

DISABILITY CODES: *Circle all that are applicable*

Primary

01 02 03 04 05 06 07 08 08A 08B 09A 09B 10 11A 11B

Secondary

01 02 03 04 05 06 07 08 08A 08B 09A 09B 10 11A 11B

Comments/Relevant Accommodation Information:

Name of Accessibility Advisor/Disability Consultant:

Signature of individual processing Transfer of Accommodation request:

Date

MM

DD

YYYY

Notification on How Your Information Will Be Used For Transfers of Accommodations

When you submit a Transfer of Accommodations request to Accessibility Services, your name and the paperwork you submit will be entered into our database. Basic biographical, contact and academic information will be drawn from ROSI to facilitate the transfer and begin the process of developing an accommodation plan for you on the campus where you are taking a course(s) at.

Accessibility Services at your **home campus** collects medical documentation, information pertaining to your functional limitations and your history of learning or personal circumstances for the following purposes:

- To verify the need for disability related accommodations for academic work; and
- To develop and implement effective disability related accommodations and supports

Accessibility Services respects your privacy and keeps your information confidential. Information may be shared with university staff but only to bring the best resources to assist you and only on a need-to-know basis to perform their duties and to provide academic or other disability related accommodations on campus.

Example:

- Test and exam accommodations will be shared with Accommodated Testing Services for invigilation
- Accessibility Advisors/Disability Consultants may speak to a professor, registrar or residence staff to arrange accommodations and supports.
- When a student encounters difficulties that require attention from other University units, such as Student Progress or Crisis Response, necessary information is shared with those units.
- Where students are a client with UofT Health & Wellness, Accessibility Advisors/Disability Consultants may speak with your clinician to help clarify and implement various aspects of your accommodation plan.

To protect your information, all university staff receiving information follow University policies and guidelines, the *Freedom of Information and Protection of Privacy Act* and other legal requirements.

If you have any questions regarding this form, please send an email to the Accessibility Services office. (See contact information at the end of this section for your **home campus**). Your email will be forwarded to the Director or the Assistant Director for follow up as soon as possible.

UTM: access.utm@utoronto.ca | UTSC: ability@utsc.utoronto.ca | UTSG: accessibility.services@utoronto.ca

By signing this document you acknowledge that:

1. Basic biographical, contact and academic information will be drawn from the ROSI database in order to begin the intake and registration process.
2. You have read and understood the above information on how your information will be used.

Print Name Student Number

Signature Date

*Signature of the Student submitting this form.
(Electronic signature will be accepted)*

MM DD YYYY