University College of the North
Student Accessibility Services

Office of the Dean of Students

Accessible Learning for All

STUDENT INTAKE FORM

STUDENT INFORMATION – PLEASE PRINT

UCN Student #	First Name	Last Name	Preferred Name

Date	Birthdate (month/day/year)	UCN Email

Phone	Alternate Phone	Campus

Program of Study	Faculty

Declared Disability on Application Form	Awareness of Release of Information Form (Consent for Disclosure)
◯ Yes ◯ No	◯ Yes ◯ No

DOCUMENTATION INFORMATION

All requests for accommodations must be supported by the appropriate documentation.

Details available at:

https://www.ucn.ca/sites/studentdevelopment/accessibility/Pages/Guidelines-for-Documentation-for-Specific-Disabilities.aspx

Documentation: **Please check the appropriate statement below.**

□ has already been forwarded to SAS

□ is attached to this Student Intake Form

□ will be mailed or faxed to SAS

□ other _____

Current Status: **Please check the appropriate statement below.** (Choose only one)

☐ I will be entering UCN for the first time in: ◯ FALL ◯ WINTER TERM.

☐ I am a current student at UCN but have not connected with SAS until now.

I am in _____ and I am taking _____courses.

☐ I am a transfer student.

Did someone refer you to the SAS? _____ If yes, who? _____

Student Accessibility Services UCN

Box 3000 The Pas, MB R9A 1M7
Tel: 204-627-8243

55 UCN Drive Thompson, MB R8N 1L7
Tel: 204-677-6590

E-mail: accessibility@ucn.ca

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NATURE OF YOUR DISABILITY

Please give a brief description of your disability and how it impacts on your learning or daily living.

_____

_____

_____

_____

_____

Parent Signature (if under 18 years of age): _____ Phone Number: _____

If this is a temporary situation, what is the expected duration? _____

ACCOMMODATION USED IN THE PAST

Were you provided with accommodation in high school or another post-secondary institution? ____ Yes ____ No

If yes, please check those that were helpful to you:

- □ Extra time for tests/exams
- □ Writing tests/exams in a quiet environment
- □ Use of adaptive technology
- □ E-text, large print or audio books
- □ Use of a computer for tests/exams
- □ Note-Taking
- □ Other (please specify)_____

Please submit this completed form to Student Accessibility Services:
Located at the Learners' Assistance Centre (LAC) Rm 130 B The Pas Campus

Notice Regarding Collection, Use and Disclosure of Personal Information

Your personal information is being collected under the authority of The University College of the North Act. The information you provide will be used by UCN Student Accessibility Services (SAS) to develop and implement accommodations to assist in your academic success. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA). If you have any question about the collection of your personal information, contact the Access & Privacy Officer, Meaghan Buchanan, at mbuchanan@ucn.ca, 436-7th Street E, The Pas, MB, R9A 1M7.

This form is available in alternate format upon request.

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