

HOW TO: REGISTER WITH ACCESSIBLE EDUCATION SERVICES

Accessible Education Services – Peterborough Campus

Please Note - If you register for the [Summer Transition Program](#), your registration with Accessible Education Services is built in. You do not have to register again through this process.



1. Gather and send your disability documentation

Mail, fax or scan and email your disability documentation to Counselling & Accessible Education Services. If you aren't sure what documentation we need, check out [Documentation Requirements](#).

Counselling & Accessible Education Services
Fleming College
599 Brealey Drive
Peterborough, Ontario, K9J 7B1
Fax: 705-749-5536
Email: disabilities@flemingcollege.ca

2. Book an appointment with a counsellor

Contact the counselling receptionist and ask to book an appointment to plan your disability supports.

Call: 705-749-5527
Toll-free 1-866-353-6464, ext
1527 In person: Room A2 113

3. Complete Your Pre-Appointment Module

When you book your appointment, our receptionist will email you a link to the “Preparing for Your Accommodation Appointment” Module. The module was developed by the accessibility counsellors at Fleming to help new students think about some important aspects of college and learning for students with disabilities. Going through these questions will help you prepare for and get the most out of your accommodation appointment with your counsellor.

You will be asked to submit your completed module before your appointment so your counsellor has a chance to review it before meeting you.

4. Meet with your counsellor

At your appointment, you and your counsellor will create an accommodation plan that outlines the accommodations and services you will be using. Your counsellor will read your documentation before your appointment and it is helpful if you review your documentation too.

At your appointment, you and your counsellor will discuss:

- your documentation, if there is a need for additional documentation, and if so, how to go about getting it
- accommodations and services that you have used in the past
- the strengths and resources you have that help you in school
- any worries, concerns or questions you have
- the demands of your new courses
- any possible aspects of your courses which may be a barrier to your academic success
- what accommodations we can offer to eliminate those barriers

Sometimes there are items that need additional time to complete. If there are items you and your counsellor do not have enough time to discuss in your initial appointment, you may need additional appointments. This could include:

- completing the Bursary for Students with Disabilities (BSWD)
- creating an Educational Plan if you have a reduced course load as an accommodation