

Student Intake Form

Welcome to NSCC Accessibility Services. We look forward to working with you and helping you succeed at NSCC. In preparation for an effective first meeting with our team, please complete the information in the sections below. All details are confidential and will not be shared outside of the Student Services office. We will use the information you provide to build your learning support plan. Some supports and services require a formal diagnosis and documentation.

Someone from Student Services will be happy to help you complete this form.

Section 1: Student Information

Preferred name: _____

Preferred pronoun (e.g., he, she, they): _____

Address: _____

NSCC ID#: _____ Date of birth: _____

Email address: _____

Phone number: _____

Campus: _____

Program: _____

Please choose which situation describes you (select all that apply):

Incoming first-year student

Current/returning student

Just graduated high school

International student

Mature student

Transfer student (from another post-secondary institution or other NSCC program)

Other: _____

Section 2: Self-Identification

Please indicate the nature of your disability (select all that apply):

- Not sure/I don't know
- Prefer not to say
- Acquired brain injury or concussion
- ADD/ADHD
- Autism spectrum disorder
- Blind
- Chronic illness/health condition
- Deaf
- Hearing impairment
- Learning disability/learning challenges
- Mental health/mental illness
- Mobility/dexterity
- Neurological disability
- Physical disability
- Sensory disorder
- Speech disorder
- Visual impairment
- Other: _____

If you experience additional disabilities or conditions that you would like to tell us about in more detail, please let us know:

Section 3: Supporting Information

Do you have supporting information from a medical professional or educational institution that describes the barriers you might face in a learning environment?

- Yes No Not sure

** If yes, please submit a copy of your documentation with this intake form. Contact the main Student Services office at your campus for information on how to submit.*

Section 4: Funding and Nova Scotia Student Assistance

Please check off your primary source of funding so we may assess your eligibility for provincial or federal grants

- Nova Scotia Student Loan
- Employment Nova Scotia
- External agency (Department of Community Services; military; etc.)
- Other funding
- Not sure

Please note: There are provincial and federal grants available for postsecondary students who identify with a disability. These grants assist with the cost of some academic accommodations such as software and tutoring. To be eligible for these grants, you must meet the provincial or federal requirements for documentation. To access these grants, you must apply for a Nova Scotia student loan and identify as a person with a disability: novascotia.ca/studentassistance/

Section 5: Prior Learning Experiences

Please check the box where you have experienced challenges, or had adaptations in the past:

- Absenteeism
- Assignments and/or tests
- Concentration; attention and focus
- Group work
- Hearing
- Learning strategies (eg., memory skills; reading; organization; time management)
- Math (eg., calculations; formulas; reasoning; word problems)
- Pain management
- Physical access (eg., parking; classroom location)
- Physical space (eg., lighting; seating)
- Physical strength or dexterity
- Public speaking/presentations
- Reading: (eg., speed; understanding; picking out what is important)
- Stress or anxiety level
- Study skills (eg., studying; test taking; test preparation)
- Writing: (eg., spelling; grammar; organizing ideas; handwriting; notetaking)
- Other: _____

Section 5: Prior Learning Experiences continued

Are you currently using, or have you used, any of the following computer hardware or software to assist in your studies or day-to-day activities?

No Yes - If yes, please check all that apply from the list below:

- Alternate format textbooks/electronic textbooks
- Built-in accessibility features
- Captioning
- Described video
- Hearing aids/FM system
- Mind mapping/Brainstorming and graphic organizers
- Notetaking technology
- Physical modifications
- Screen magnification
- Text-to-speech (eg., Read & Write, Kurzweil)
- Time management apps
- Voice recognition software/speech-to-text
- Workstation modifications
- Other: _____

Is there anything else you would like to share with us to better assist in providing service to you?

Section 6: Important Information & Next Steps

Please read the following section about information and privacy as it relates to our services.

Why do you collect my information? What information is collected?

NSCC Student Services staff work together as a team and have access to some of your personal information so we can provide you with the best possible service. We will maintain a record of the information or service we provided, any referrals we recommended, and/or any follow up services that may be required. This information is also used for statistical reporting.

Who can see my information?

The Learning Strategist, the Student Services Advisors, the Manager of Student Services and the front-line Student Services Administrative staff at your campus are the only staff members who can view the information you provide on this intake form. The Learning Strategist is the only person on campus who can view and store your medical documentation. College Central staff will access generic data for quality assurance and statistical reporting.

For specific releases of information to people outside the Student Services team, you will be asked to fill out a “Consent to Release and Exchange Information” form. In certain circumstances, we may be required by law to share your information without your prior consent. For instance: a) if we know or suspect there are children at risk of abuse, b) if there is a clear and imminent danger to you or other people, or c) if we are subpoenaed for records or testimony by the courts, we have a duty to inform.

How is my information stored and managed?

Your information is collected and entered in our PeopleSoft Student Information System, which limits access with unique user names and passwords. Your personal information file will remain confidential when statistics are reported and will be destroyed seven years after you have ceased to be an active student. Collection, use and disclosure of student information is protected by College policy and Government legislation. See nsc.ca/privacy

Is advising information the same as information I share with my counsellor?

Meetings and information shared with Counsellors are NOT shared with others, nor is counselling information stored in PeopleSoft without the express written permission of the student on a separate Counselling Intake/Informed Consent Form.

Section 6: Important Information & Next Steps continued

I acknowledge that I have read and understood the information about privacy, collection and storage of information at NSCC

Student Signature: _____

Thank you for providing this information. Someone from Student Services will be in touch with you shortly to follow up and book an appointment with you.

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