

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.

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 _____

Do you have a disability documented by a registered health care professional?

- Yes No Not sure

** If yes, please submit a copy of your documentation with this intake form.*

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

Accommodation Request

Would you like to make an accommodation request at this time?

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

- Alternate format textbooks/electronic textbooks
- Attendant to assist with personal care
- Calculator
- Closed Captioning
- Computer with spell check
- Electronic Scribe
- Extra Time 1.5x
- Extra Time 2.0x
- Flexibility with classroom attendance
- Flexibility with breaks
- Flexibility with deadlines

- Human Scribe
- Large print font for course materials
- Memory Aids
- In-class recording
- Note Takers
- Pre-planned assistance with emergency evacuation situations
- Quiet space
- Reader
- Other:

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 Student Accessibility Specialist, 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 Student Accessibility Specialist is the only person on campus who can view and store your medical documentation.

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.

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 will be in touch with you shortly to follow up and book an appointment with you.

Last Updated:

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