

## Q&A for Adapted Services Requests

### How can I submit a request to the Adapted Services?

You must first and foremost **contact the Adapted Services team** by MIO message in Omnivox to **submit your diagnostic paperwork**. Make sure you send the message to *“Adapted Services.”*

### How do I know which documents to send?

The **diagnostic paperwork** is an evaluation done by a qualified health care professional (ex: family doctor, neuropsychologist, psychiatrist, speech language pathologist, etc.) You may send your latest high school intervention plan but take note that it does not replace a diagnostic.

### What should I expect next?

After submitting your papers by MIO to Adapted Services, the second step will be a **mandatory individual meeting** with the Adapted Services Counsellor for a full assessment of your needs.

### When can I access the services?

We highly recommend you **contact us and send us your paperwork as soon as possible** to avoid any delays in your academic progression. Take note that admittance to the adapted services is a lengthy process and is applied on a first come, first served basis. Therefore, **students should not wait until exams occur** because appointments are not immediate.

### Can I apply for services even if the semester is already started?

Yes, the same rules apply to any new request. However, during final exam periods, the Adapted Services team may not be able to admit new students to our services.

### What else should I know?

During post-secondary education, **adaptations are not transferred** from high school to CEGEP as the system is different, hence the need for an assessment from the CEGEP's adapted services counselor.

### What should I do if I don't have a diagnosis or if I'm not sure the Adapted Services are the right services for my needs?

You can send a mio to Adapted Services or come by our offices to chat with a member of our team.

## Adapted Services Team

There are three members on our immediate team and many exam proctors who work in the exam room:

- **The Adapted Services Counsellor** is in charge of preparing your intervention plan, Office 278-C;
- **The Adapted Services Technician** is in charge of supporting you with your accommodations and learning strategies, Office 278-A;
- **The Adapted Services Office Agent** is in charge of organizing exams, tests and answers mio messages related to exams, Office 272-1.

Do not hesitate to reach out for help. MIOs are the best way to contact the team!

MIO addresses:

- *Adapted Services* – to reach the Adapted Services Counsellor and Technician
- *Adapted Services, **Exam*** – to reach the Adapted Services Office Agent

Adapted Services Interactive Web Page

<https://view.genial.ly/62a8a6e5d31ada0018c3f88b/guide-adapted-services-information>

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