

Registering with Disability Services

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If you have a disability or health condition that affects your study, you can make an appointment with a Disability Advisor to discuss your needs. The best way to do this is to call the Library Service Desk on 03 940 8089 or to visit the Service Desk in person and ask to book an appointment.

Examples of disabilities or long-term health condition that Disability Services supports include:

- Specific Learning Difficulties for example, Dyslexia, Dyscalculia, Dyspraxia and ADHD.
- Autism spectrum conditions (including Asperger syndrome),
- Brain injuries.
- Mental Health Conditions such as Anxiety, Depression, Eating disorders and Bipolar disorder.
- Physical impairment arising from conditions such as cerebral palsy or paralysis.
- Hearing impairment and deafness,
- Blindness and vision impairment,
- Medical conditions causing symptoms such as pain, fatigue and loss of concentration.

Please be aware that this is not an exhaustive list of disabilities and impairments, it is intended to show the wide range of conditions that we are able to support.

Disability related documentation

To be eligible for support arrangements, you need to register with Disability Services. Please bring relevant disability related documentation to your appointment with a Disability Advisor. This documentation is a report from an appropriate professional that gives relevant information about your disability or health condition and describes how this may affect your study. We also need to know the date on which you were diagnosed and if it is a fluctuating condition or one that you might recover from, we need to know how long it is expected to last. All medical evidence must be typed, signed and on headed paper.

With the exception of Specific Learning Difficulties, students must have a letter from a doctor or relevant medical specialist to outline the nature of their condition. If you have a Specific Learning Difficulty, you will need to be in possession of a report from a Psychologist or Level C Specialist Teacher demonstrating that you have a Specific Learning Difficulty. This report must have been written no later than when the student was in Year Nine of high school. Earlier reports will not be accepted and students will need to obtain a more up to date one. Information about how to do this can be provided by Disability Services.

If you are not sure if your medical evidence/diagnostic report will be accepted by Disability Services, please contact us for further information.

The Registration Process

In order to register with Disability Services, you will need to have an appointment with a Disability Adviser. At this appointment, the Adviser will review your medical evidence. They will talk with you about your disability and how it affects your studies and they will complete a registration form for you. Your Disability Adviser, will set up an Individual Access Plan with you, this sets out the information you want your teaching staff to know about your disability and what support they should provide you with. This IAP will be sent to you but also to your academic department. As part of this process, you will sign a disclosure agreement, giving us permission to share your information with staff at Ara who are there to support you. If you are eligible for some of our specialist services then we may need you to sign extra agreements about these services. Your adviser will talk to you about this during your appointment.

Services and Support

Disability services provides:

- Information, Advice and Guidance about accessing your course;
- Information to your teaching staff about how they can best support you;
- Referrals to Learning Services;
- A Notetaking and Interpreting Service for students who are eligible to receive it;
- An equipment loan and assistive technology service;
- Individual exam adjustments.

Disability Services staff in Christchurch

Pauline Melham	Disability Services Manager	(03) 940 8364/021 2878364
Rose Edgar	Student Advisor	(03) 940 8164
Helena Tai	Student Advisor	(03) 940 8164

Email: disability@ara.ac.nz Text: 027 540 8364

Disability support in Timaru

Lisa Timmings Phone: (03) 687 1848

Email: lisa.timmings@ara.ac.nz

Lisa is based in the Library.

Disability support in Ashburton: first stop

Sharon Lloyd Phone: (03) 940 6131 Email: disability@ara.ac.nz

Sharon is at the Service Desk through the main entrance.

Disability support in Oamaru: first stop

Ruth Dickson Phone: (03) 687 1800 Email: disability@ara.ac.nz

Ruth is at the Service Desk through the main entrance.

Christchurch City Campus and Woolston campus: where to find us

The Disability Services office is on the ground floor of the Library at Christchurch City Campus. Disability Services staff are available Monday to Friday 8.30am – 5pm.

For disability support at the Woolston campus, contact staff in the Learning Services office in the Student Services Building.