



GETTING STARTED

This handout provides general information and resources to help students in advance of their appointment with a Vocational Rehabilitation Specialist.

Jump To:

[HOW DO I FIND A TUTOR?](#)

[HOW DO I IMPROVE MY STUDY SKILLS?](#)

[WHERE CAN I FIND HELP WITH LEARNING HUB?](#)

[WHO CAN HELP ME WITH FINANCIAL AID?](#)

[WHAT IS THE APPENDIX 8 PROGRAM?](#)

[I'M STRESSED OUT, WHAT CAN I DO WHILE I'M WAITING FOR MY APPOINTMENT?](#)

[HOW DO I APPLY FOR ACCOMMODATION FOR A SKILLEDTRADES BC \(STBC/ITA\) TEST?](#)

[GENERAL FAQS](#)

HOW DO I FIND A TUTOR?

[Learning Commons Peer Tutoring](#)

[Learning Commons Writing Centre](#)

[Write Away](#)

[Trades Learning Centre](#)

[Khan Academy](#)

Meet with your Instructor during office hours for academic questions.

For BCIT students registered in a Chemistry Course, there is a Chemistry Learning Centre-please ask your Instructor for details.

For BCIT students in Electrical Trades, there is dedicated Electrical tutoring by the program area-please ask your Instructor for details.

HOW DO I IMPROVE MY STUDY SKILLS?

[Learning Commons Learning Strategies and 1-1 Support](#)

[Learning Commons Online Study Skills Guide](#)

[Learning Scientists](#)

[Speed Reading The SQ3R Method](#)

[iStudiez App](#)

[Test Anxiety Booklet](#)

[Read and Write Software](#)

WHERE CAN I FIND HELP WITH LEARNING HUB?

[Guided Tour of Learning Hub](#)

[LTC Learning Hub Overview for Students](#)
[List of “How To” resources for using Learning Hub functions](#)

WHO CAN HELP ME WITH FINANCIAL AID?

[Student Financial Aid & Awards](#)

[Contact Financial Aid](#) if you have questions about student loans & grants, program eligibility, full time or part time funding and applications, Adult Upgrading Grant, Youth In Care Resources, and tuition fee deferrals etc. You can ask for a meeting with a Financial Aid Advisor.

[Disability Awards](#)

[BCIT Student Association Food Support Hub](#)

[Good & Cheap cookbook](#)

WHAT IS THE APPENDIX 8 PROGRAM?

StudentAid BC (SABC) offers Disability Programs to assist students with disabilities and accessibility challenges achieve success in post-secondary education.

Step 1: Apply for [SABC/Financial Aid](#) for full-time or part-time studies. One of the eligibility criteria is to have financial need through SABC. (See WHO CAN HELP ME WITH FINANCIAL AID?)

Step 2: Apply for *Disability Status* with SABC by completing [Appendix 8-Disability Programs Application](#) so they can determine if you're eligible for non-repayable grants and bursaries that could be part of your financial aid award.

- Complete sections 1, 2, and 4 and upload to your SABC Dashboard.
- Section 3 is unrelated to the initial application so the Accessibility Coordinator does not need to sign.
- You do not need to be registered with Accessibility Services to apply for disability status with SABC.
- Student Financial Aid & Awards and Accessibility Services can help you with Appendix 8.

Step 3: If you want to apply for *grants for the purchase of educational related specialized services and/or adaptive equipment or the Learning Disability Assessment Reimbursement*, the Vocational Rehabilitation Specialist will help you with the process.

- Start with Steps 1 and 2.
- If SABC already approved your Disability Status, skip Step 2.
- Appendix 8 Section 3 is related to these grants and the Vocational Rehabilitation Specialist will work with you to determine needs and complete the form if applicable.
- You need to be registered with Accessibility Services to apply for these grants.
- Accessibility Services can help you apply for these grants.

I'M STRESSED OUT, WHAT CAN I DO WHILE I'M WAITING FOR MY APPOINTMENT?

If you need help navigating these resources, contact [Early Assist](#) by submitting an Early Assist Referral for yourself.

[Counselling & Student Development](#) Call: 604-432-8608 to book an appointment with a Counsellor
[Counselling & Student Development Mindfulness](#)

[Here2Talk](#) 24/7 clinical counselling free for BC post-secondary students Call: 1-877-857-3397

[Test Anxiety Booklet](#)

[Student Success Hub](#)

[Recreation Services](#)

[Student Life Office](#)

[Student Health Services](#)

[BCIT Student Association Health and Dental benefits](#) extended health benefits for designated full-time students. For benefit descriptions and portions covered, visit [Student Plans](#) and click on [Plan Details](#).

Meet with your GP-Family Doctor

If you are in distress:

- Call [Crisis Center BC](#): 1-800-784-2433
- Crisis Text Line: Canada wide, text HOME to 686868
- Visit your nearest hospital emergency room: [Coastal Health](#) / [Fraser Health](#)

HOW DO I APPLY FOR ACCOMMODATION FOR A SKILLEDTRADES BC (STBC/ITA) TEST?

[SkilledTradesBC](#) Students apply directly for exam accommodation by locating the [Exam Application Form](#) here and email it to customerservice@skilledtradesbc.ca 30 days before the exam date.

GENERAL FAQs

Can I use an IEP from high school as documentation?

If you have a learning disability, an older psycho-educational assessment or *IEP from high school* may be accepted for registration with Accessibility Services while you arrange for an updated assessment.

Otherwise our usual [Medical Documentation Requirements](#) apply.

Does BCIT have the same accommodations as I had in high school?

Possibly. Your Vocational Rehabilitation Specialist will review your medical documentation and discuss with you reasonable accommodations related to BCIT academic standards and the essential requirements of the course and/or program.

Can I do a full-time program part-time?

Possibly. Your Vocational Rehabilitation Specialist will review your medical documentation and if you require a reduced course load in a full-time program, they will work with your Program Head to determine if the courses can be spread out.

Some programs are regularly offered [part-time](#).

What if I have more questions about disability accommodations?

[Accessibility Services](#)

Burnaby Campus, SW1 Room 2360

Tel: 604-451-6963

E-mail: accessibility@bcit.ca

<https://www.bcit.ca/accessibility/>

How can a Learning Strategist help?

Learning Strategists are BCIT faculty members who provide individualized support to help students develop skills and strategies to learn effectively. We work to understand your learning strengths, stretches and challenges and seek to develop ways to maximize your learning potential.

We help with:

Time management	Organization skills	Task prioritization	Motivation/avoiding procrastination	Memory and retention
Assessment preparation	Reading strategies	Note-taking strategies	Self-care as a learner	And more!

How do I book an appointment?

- 1) Go to <https://tutortrac.lib.bcit.ca/> and log in using your **BCIT email and password**. You will then be directed to a landing page.
- 2) Click on the **'Search Availability'** icon in the top left corner of the landing page screen.
- 3) Choose the center **'Learning Strategist'** at the bottom of the menu. There are **two options to choose from**: 'Zoom' or 'In-person'. Once you have selected 'Zoom' or 'in-person' the available meeting dates will be displayed. Select the meeting you desire and complete the information: **be sure to select 'save' before exiting**.

Note: it is **generally best to meet in-person for the first meeting**.

If you select 'Zoom' you will be sent a Zoom link by email after booking. All in-person appointments take place at the Burnaby Campus Library in the Learning Commons (room 207, located on the main floor of the Library in the back left corner).

- 4) Once you have booked an appointment, you will receive a confirmation email.

What typically happens at the first meeting with the Learning Commons Strategist?

The Learning Commons Strategist will ask you some questions about your learning style, what is working well and what areas you need help with. Then, we will review some tips and strategies to support your learning so you leave with a plan. The first meeting will take about 45 minutes and students are encouraged to book follow-up appointments as needed.

Who will know that I came for support?

Our services are confidential--what we discuss and work on won't be shared with anyone else, unless you (the student) decide to share that information.



Mark Williams, Med (he/him)

Learning Commons Strategist

British Columbia Institute of Technology

T. 604-431-4917 | mark_williams@bcit.ca