

Disabled Student Programs & Services

DSP&S provides access and opportunities to students with documented disabilities, who intend to pursue coursework at the college. DSP&S offers programs and services for current students with educational limitations using reasonable academic accommodations. Not all accommodations are reasonable for each disability. Common accommodations include:

- **Increased testing time**
- **Testing in a room with reduced distraction**
- **Notetaking Assistance**
- **Electronic versions of college text books**
- **Specialized academic counseling**
- **Priority Registration**

Eligibility Requirements:

1. Complete the DSP&S Intake Packet
 - Go to **www.cloviscollege.edu**
 - For students > Student Support Services > DSPS
2. Obtain a professional verification of disabling condition:
 - A. IEP/504 plan; or
 - B. Medical verification from physicians office; or
 - C. Psychological verification from psychologist/psychiatrist office.
3. Complete the college matriculation process and be eligible for enrollment and registration.
4. Schedule an Intake appointment with a DSP&S counselor.

For additional information, please call (559) 325-5230.

Text @897b4 to 81010 to receive important messages about DSP&S.

Home of the



Fall 2016 CCC Faculty - DSPS INFORMATION

DSP&S Coordinator/Counselor:

Colleen Brannon | 325-5349 | colleen.brannon@scccd.edu
AC2 137B in Student Services | M-F 8:30 a.m. - 4:30 p.m.

DSP&S Adjunct Counselor:

Jackie Smith | 325-5335 | jackie.smith@scccd.edu
AC2 119 | MTTW 8:00 a.m. - 4:00 p.m.

DSP&S Learning Disability Specialists:

Linda Reither | 638-3183 | linda.reither@reedleycollege.edu
Chris Glass | chris.glass@scccd.edu
AC2 119 | W 8:00 a.m. - 4:00 p.m.

Alternative Media Specialist:

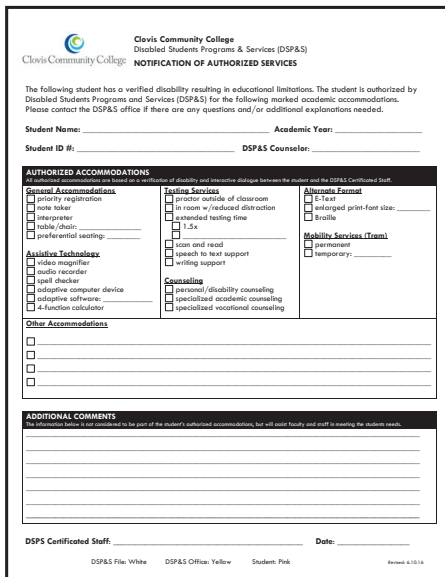
Steve Maciel | 638-3603 | steve.maciel@reedleycollege.edu
AC2 119 | F 8:00 a.m. - 5:00 p.m.

DSP&S Services:

For those who are new, Disabled Students Programs and Services is available on each campus to help faculty and staff meet the needs of students with disabilities. Faculty, when you receive a Notification of Authorized Services (NOAS) form from a student, you are responsible to support, facilitate and provide those accommodations with the assistance of DSP&S staff. Please call the counselor on the NOAS form if you have questions, get to know them, and let us help you!

Watch for the form: Notification of Authorized Services (it will be given to the instructor by the student).

It will have the approved accommodations and the DSP&S counselor's name so instructors can contact the counselor if they have questions about how to deliver the accommodations. Please ensure that the Notification of Authorized Service form is for the current academic year.



Clavis Community College
Disabled Students Programs & Services (DSP&S)
NOTIFICATION OF AUTHORIZED SERVICES

The following student has a verified disability resulting in educational limitations. The student is authorized by Disabled Students Programs and Services (DSP&S) for the following marked academic accommodations. Please contact the DSP&S office if there are any questions and/or additional explanations needed.

Student Name: _____ Academic Year: _____
Student ID #: _____ DSP&S Counselor: _____

AUTHORIZED ACCOMMODATIONS		
An individual determines the level and frequency of disability and interacts dialogue between the student and the DSP&S Certified Staff.		
General Accommodations <input type="checkbox"/> priority registration <input type="checkbox"/> note taker <input type="checkbox"/> interpreter <input type="checkbox"/> mobile device <input type="checkbox"/> preferential seating	Testing Services <input type="checkbox"/> proctor outside of classroom <input type="checkbox"/> in room w/ reduced distraction <input type="checkbox"/> extended testing time <input type="checkbox"/> 1.5x <input type="checkbox"/> scan and read <input type="checkbox"/> speech to text support <input type="checkbox"/> writing support	Alternative Formats <input type="checkbox"/> E-Text <input type="checkbox"/> enlarged print-font size <input type="checkbox"/> Braille
Assistive Technology <input type="checkbox"/> video recorder <input type="checkbox"/> audio recorder <input type="checkbox"/> spell checker <input type="checkbox"/> adaptive computer device <input type="checkbox"/> adaptive software <input type="checkbox"/> 4-function calculator	Specializing <input type="checkbox"/> personal/disability counseling <input type="checkbox"/> specialized academic counseling <input type="checkbox"/> specialized recreational counseling	Ability Services (Items) <input type="checkbox"/> permanent <input type="checkbox"/> temporary
Other Accommodations <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
ADDITIONAL COMMENTS <small>The information below is not considered to be part of the student's authorized accommodations, but will assist faculty and staff in meeting the student's needs.</small> 		
DSP&S Certified Staff: _____		Date: _____

DSP&S File: White DSP&S Office: Yellow Student: Pink Revised 6/12/14

Common questions from instructors:

- Do I need to stay longer for extended testing time? No, it is explained to the student during our initial interview that they are required to set up tests with our testing center and follow the process.
- Do I need to provide E-Text? No, If a student is authorized we require them to show us the hard copy of the text or receipt and then we request their book in **alternate** format from our Alternative Media Specialist.
- My student told me I need to do something for them that is not on the Notification of Authorized Services. Do I need to do that? No, but please refer the student back to DSPS. Some students may need to add an accommodation they initially declined. CCC DSPS counselors are very clear that accommodations will not alter the fundamental content of the course. Some students misunderstand or even forget, that is why the Notification of Authorized Services is very important.

What's Necessary:

- Include disability statement on syllabus. Can be found in Faculty Handbook.
- Maintain confidentiality: do not initiate a conversation about the student's disability or accommodations in front of others.
- Support, facilitate and provide the accommodations listed on the Notification of Authorized Services
- If instructor suspects that a student has a disability, but they have not self-identified, please contact DSP&S, Colleen Brannon or Jackie Smith so we can follow up with the student. Referrals can be made directly or through the SARS Connect.



Disabled Student Programs & Services Program Overview - Fall 2016

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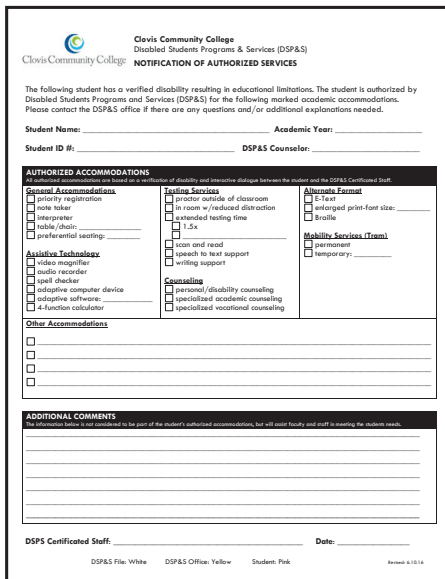
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The form is titled "Notification of Authorized Services" and includes sections for "General Accommodations", "Testing Services", "Alternative Format", "Assistive Technology", "Other Accommodations", and "Additional Comments". It also has fields for "Student Name", "Academic Year", "Student ID #", and "DSP&S Counselor".

Common questions from instructors:

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What help can I receive?

Increased Course Rigor?

Academic Accommodations?

To address these questions & more, attend the Clovis Community College

Disabled Student Programs & Services

COLLEGE BOUND!

This session is for Clovis Unified School District students and parents. You will learn about Clovis Community College's resources and academic accommodations for students with disabilities and how to easily access these services.

Tuesday, February 21, 2017

6:30 p.m. – 7:30 p.m.

Clovis Community College - Main Campus
Room AC1-141

Must RSVP by February 17th, 2017. Call (559) 325-5230

