

## **Disabled Students Programs and Services**



### **Transition to College**

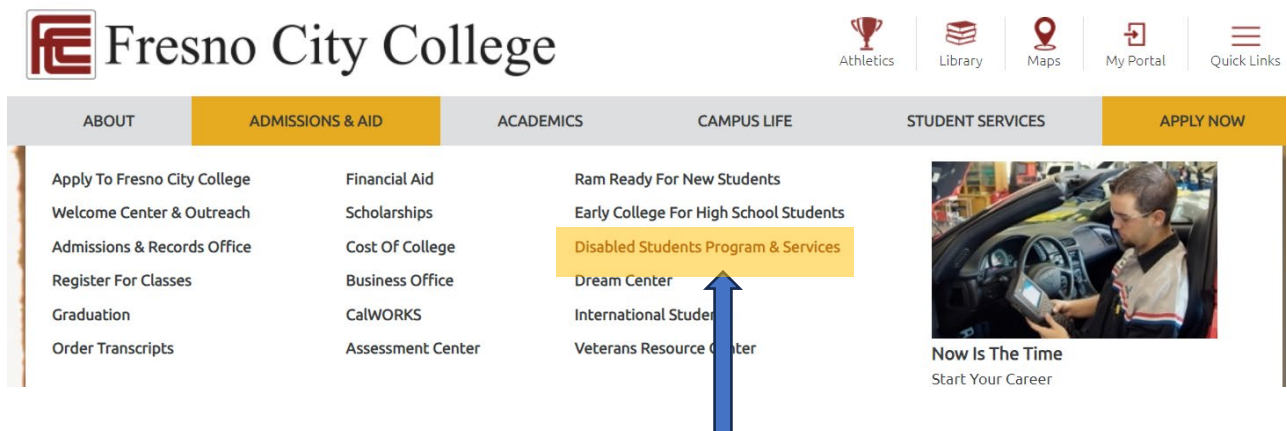
### **DSP&S AIM Application Instructions**

#### **Before student begins...**


- **Must first complete an online COLLEGE application at [cccapply.org](http://cccapply.org) and have a college ID number.**

# DSP&S AIM Application Instructions

1. To access the DSP&S AIM Application go to [Fresnocitycollege.edu](https://fresnocitycollege.edu)
2. Under “Admission & Aid” click on “Disabled Students Program and Services”.



3. On the DSPS web page, click on “Transition to College.”  
Disabled Students Programs and Services (DSPS)



**DSPS Mission Statement:**

Fresno City College Disabled Student Programs and Services will create an accessible, inclusive campus environment using holistic, comprehensive, strategic services to empower students with disabilities and provide them access to pursue their academic, personal, and vocational goals.

The DSP&S office is currently open. DSP&S front desk staff are available Monday-Friday, from 8 a.m. to 5 p.m. We are also available via phone or email to answer general questions regarding DSP&S services.

[How to Apply to the DSPS Program](#)

**Counselor of the Day**

Students can now get assistance from our counselors without an appointment! This option is available for students with quick questions, needing verification letters and basic counseling questions. If you are needing assistance with major accommodation changes, your student education plan (SEP), or in need of an Intake appointment, please call our office to schedule an appointment with your DSP&S counselor. Counselor of the Day will be available every Tuesday, Wednesday, and Thursday from 9-10 AM and 2-3 PM.

**Office Hours and Contact Information**

**DSP&S OFFICE HOURS**

**Monday - Friday:** 8:00 am - 5:00 pm

**CONTACT**

Phone voice/TDD: **559.442.8237**

**DSPS**

- How to Apply for the DSPS Program
- Accommodations and Services
- College to Career (C2C) Program
- DSPS Student Handbook
- DSPS Testing Center
- Eligible Disabilities
- Faculty Resources
- Sign Language Interpreter Request
- Student Resources
- Students Rights and Responsibilities
- Tram Services
- [Transition to College](#)

#### 4. Click on “**Apply to DSP&S now!**”

[Home](#) / [Student Services](#) / [Disabled Students Programs and Services \(DSPS\)](#) / [Transition to College](#)

## Transition to College

### HIGH SCHOOL SENIORS

Already completed your Fresno City College application? Great job! [Apply to DSP&S now!](#)



### DSPS STEPS TO SUCCESS

Check out [Student with Disability Steps for Success](#) for everything you need to know to get started!

## 5. Students will be prompted to enter college login information.



Fresno City College | Reedley College | Clovis Community College  
Madera Community College | Madera Community College at Oakhurst

⚠ Don't forget to perform MFA Proof-up if you have not done so: [Proof-up Instructions](#)

👤 Sign in with your SCCC account

➔ Sign in

🔑 Change Password

❓ Problem Logging In?

Username: 7-digit college ID number

Password:

- First letter of your FIRST NAME (UPPERCASE)
- First letter of your last name (lowercase)

Your 6 digit date of birth in the mmddyy format

### EXAMPLE:

Robert Jones is born on January 5, 2005 and his ID number is 0123456. His login information would be:

Username/Login: 0123456

Password: Rj010505

6. Once login information is entered, students will be directed to the DSPS Online Student Application. Fill out **ONLY** the areas with an asterisk next to them.

#### ONLINE STUDENT APPLICATION

2 Easy Steps to Register



Step 1: Fill in Application



Step 2: Submit Documentation

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 and prospective students with educational limitations to support the opportunity to participate fully in all aspects of the college through appropriate and reasonable academic accommodations.

In order to access DSP&S, individuals must: (1) complete the college matriculation process and be eligible for enrollment and registration, (2) complete this Application for Services, and (3) submit a professional verification of disabling condition.

Please obtain disability verification from a certifying professional. Healthcare providers may complete the medical or mental health verification forms provided below. DSP&S may also be able to use other verification records such as Psych Reports/IEP records, outside assessments by a licensed professional and other official medical record documentation.

[Medical Disability Verification](#)

[Mental Health Disability Verification](#)

##### Personal Information

Start Term \*: 2024 - Fall

Note: Select when you would like to start your services.

Primary Campus \*: Fresno City College

Note: Please select campus location where you will be enrolled.

First Name \*:

Last Name \*:

Middle Name:

Optional: Preferred Name:

Student ID \*:

Hint: Enter 7 numeric digits.

Birth Date \*:

Hint: Enter date in the following format Month/Day/Year (i.e. 12/31/2010).

Gender \*: Select One

Pronouns: Select One

Use your college ID number and not your high school ID number.

##### Contact Information

Primary Phone Number:

Hint: Enter 10-digit number only.

Secondary Phone Number:

Hint: Enter 10-digit number only.

Email Address \*:

Use a personal email and not your high school email.

**Additional Information**

Seeking Degree:

Select One

**Affiliation(s)**

- ☐ CalWORKs
- ☐ Central Valley Regional Center (CVRC)
- ☐ Department of Rehabilitation (DOR)
- ☐ Extended Opportunity Programs & Services (EOPS)
- ☐ Foster Youth
- ☐ High School - Dual Enrollment
- ☐ High School - Transition to College
- ☐ TRIO Student Support Services (SSS)
- ☐ Veteran

**Campus Location(s)**

- ☐ Clovis Community College
- ☐ Madera Community College
- ☐ Reedley College
- ☐ Fresno City College
- ☐ Oakhurst Community College Center

Additional Note:

**Do not click on anything in this area.**

## QUESTIONS

1. **As a designated Voter Registration Agency, DSP&S offers voter registration opportunities. If you are not registered to vote where you live now, would you like to apply to register to vote? \*** (Selection is Required)

- ☐ Already registered - I am registered to vote at my current residence address.
- ☐ Yes - I would like to Register to Vote (Please go to [Online Voter Registration](#))
- ☒ No - I do not want to register to vote.

Additional Note or Comment

**You do not have to register to vote at time of application.**

### Important Notices for National Voter Registration

1. Applying to register or declining to register to vote will NOT affect the amount of assistance that you will be provided by Disabled Students Programs & Services.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to : Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the following website for the [California Secretary of State](#).

The information contained in this application is as accurate as possible. This confidential information may be shared on my behalf with State Center Community College District Disabled Students Programs and Services personnel who are directly involved with the DSP&S program. After completing the intake process with the DSP&S program, my connection to the DSP&S program will be visible in the Starfish Student Success Platform only to those State Center Community College District Personnel that have a legitimate educational interest related to my support network.

Full Name for Electronic Signature:

Robert Jones

Submit Application

**Final step is to type in your first and last name then click, "Submit Application".**

**NOTE:** If you have your IEP, 504 or disability verification you can upload it at this time. If you do not have it available, the DSPS office will get a copy from your high school or school district.

## SUBMITTING DOCUMENTATION



### APPLICATION SUBMITTED

You've successfully submitted your request. If you do not receive an email confirmation, please first check your junk/spam folder and then contact our office.

Please obtain disability verification from a certifying professional. Healthcare providers may complete the medical or mental health verification forms provided below. DSP&S may also be able to use other verification records such as Psych Reports/IEP records, outside assessments by a licensed professional and other official medical record documentation.

[Medical Disability Verification](#)

[Mental Health Disability Verification](#)



### UPLOAD INSTRUCTION

- If you are scanning your document at **150 - 300 dpi** as resolution.
- Upload one file at a time and the maximum allowable file size is **20 MB** per upload.
- View: [Acceptable File Types](#).

#### File Information

File Title \*:

Select File:

Browse...

No file selected.

Upload Documentation

Upload Documentation Later

1. If you **do** have an electronic copy of your IEP or 504 plan, please upload it now

2. If you **do not** have a copy, click "Upload Documentation Later"