



FRESNO CITY COLLEGE

DISABLED STUDENTS PROGRAMS AND SERVICES (DSP&S)

THE PURPOSE OF THIS ORIENTATION IS TO GIVE STUDENTS A BRIEF OVERVIEW TO THE DISABLED STUDENTS PROGRAM AT FRESNO CITY COLLEGE.



DSP&S MISSION

- Disabled Students Programs & Services (DSP&S) Department assists State Center Community College District with meeting the requirements of federal laws (Section 504 and 508 of the Rehabilitation Act, as well as the (ADAA) and District policy by ensuring equal access to educational opportunities.
- The mission of DSP&S is to offer services to students with physical, learning, psychological, and other disabilities beyond those provided by conventional Fresno City College programs, thus “aiding” students to successfully pursue their individual educational, vocational and personal goals.

DISABILITY RELATED LAWS

Fresno City College DSP&S provides support programs and services for students with verified disabilities in accordance with Section 504 and 508 of the Rehabilitation Act of 1973, as well as the Americans with Disabilities Amendment Act (ADAA). The fundamental principles of non-discrimination and accommodation in academic programs provide that:

- No student with a qualified disability shall, on the basis of the disability, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under any post-secondary education activity or program.
- Reasonable accommodations or adjustments to academic activities shall be made as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of the disability.
- The institution shall maintain an educational environment where students with disabilities have equal access to instruction without change to a course curriculum or course of study that is so significant that it alters the required objectives or content of the curriculum in the approved course outline of the course.

DSP&S RESPONSIBILITIES

DSP&S must establish a policy and procedure for responding to, in a timely manner, requests involving academic accommodations. Any academic adjustment, auxiliary aid, services and/or instruction must:

1. Not duplicate services or instruction which are otherwise available to all students;
2. Be directly related to the educational limitations of the verified disabilities of the students to be served;
3. Be directly related to the students' participation in the educational process;
4. Promote the maximum independence and integration of students with disabilities;
5. Not include any change to the curriculum or course of study that is so significant that it alters the required objectives or content of the curriculum in the approved course outline, thereby causing a fundamental alteration, and
6. Support participation of students with disabilities in educational activities consistent with the mission of the community colleges set forth in Education Code 66010.4.

STUDENT RIGHTS

- Participation by students with disabilities in Disabled Students Programs and Services shall be entirely voluntary.
- Receiving academic adjustments, auxiliary aids, services and/or instruction shall not preclude a student from also participating in any other course, program or activity offered by the college.
- All records maintained by DSP&S pertaining to students with disabilities shall be protected from disclosure and subject to all other SCCCD relevant statutes and regulations for handling of student records.
- Students who reasonably believe a college decision or action has adversely affected his or her status, rights or privileges may file a grievance form and submit it to the Office of the Vice President of Student Services (Student Services Building, Room 224).
- **For a full list of Administrative Policies, please refer to the current [FCC college catalog](#).**

STUDENT RESPONSIBILITIES

Students receiving academic adjustments, auxiliary aids, services and/or instruction shall:

- Comply with the Student Code of Conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
 - Be held responsible to adhere to and follow written policies and procedures adopted by DSP&S;
 - When enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP) or,
 - When the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students.
- **For a full list of FCC Administrative Policies, please refer to the current [FCC college catalog](#).**
- **For a copy of the DSP&S Student Handbook, please refer to the [DSP&S website](#).**

WHO IS ELIGIBLE?

DSP&S serves students with all disabilities, including:

- Autism Spectrum Disability
 - Blindness and low vision
 - Attention Deficit Hyperactivity Disorder
 - Deaf and Hard of Hearing
 - Intellectual Disability (ID)
 - Learning Disability
 - Mental Health Disability
 - Physical Disability
 - Other disabling conditions not included in the above
- **Please visit the [DSP&S website](#) for additional information regarding each disability category.**

DETERMINATION OF ELIGIBILITY

A “student with a disability” is a person enrolled at a community college who has a verified disability, which limits one or more major life activities resulting in an educational limitation.

The existence of a disability may be verified by **one** of the following means:

1. Observation by certificated DSP&S staff;
2. Assessment by certificated DSP&S staff; or
3. Review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of DSP&S.

DISABILITY DOCUMENTATION

Acceptable forms of disability documentation may include, but not be limited to:

- Documentation from an appropriate licensed professional such as a physician, physician's assistant, nurse practitioner, psychiatrist, psychologist, licensed clinical social worker or marriage and family therapist, vision care audiologist, licensed speech professional, and neurologist
- History of special education from K-12 (IEP & psychoeducational academic reports), and Section 504 Plan
- Existing documentation from a medical facility or another public or private non-profit agency serving people with disabilities such as Department of Veteran's Affairs, Department of Rehabilitation, Independent Living Center, or disability specific agency.
- **Other examples of acceptable forms of documentation are available on the [DSP&S Website](#).**
- **Disability verification forms are available on the [DSP&S website](#).**

APPLYING FOR DSP&S

1. Complete Steps for Success checklist (available on DSP&S website)
 2. All new DSP&S students are required to schedule a New Student Intake/Orientation Appointment and complete mandatory intake paperwork.
 3. You may schedule the intake appointment by calling 442-8237, **OR**
 4. Complete the DSP&S Application for Services form (available on the DSP&S website) and email to pam.tibbet@fresnocitycollege.edu or fax to (559) 499-6038. Upon receipt of the application someone from DSP&S will contact you to schedule the intake/orientation appointment.
 5. Please bring any existing disability documentation with you to the Intake/Orientation appointment.
- **Upon completion of the New Student Intake/Orientation process, students will be assigned to meet with a DSP&S counselor to develop an Academic Accommodation Plan (AAP).**

ACADEMIC ACCOMMODATION PLAN

- An Academic Accommodation Plan is a record of the interactive process between each DSP&S student and a certificated staff member regarding the academic adjustments, auxiliary aids, services and/or instruction necessary to provide the student equal access to the educational process, given the educational limitations resulting from the student's disabilities.

ACADEMIC ADJUSTMENTS, AUXILIARY AIDS AND SERVICES

- Academic Adjustments, Auxiliary Aids and services are those specialized aids, devices and/or services available to students with disabilities which are in addition to the general services provided to all students. Such services enable students to participate in general activities, programs and classes offered by the college.
- You must meet with your DSP&S counselor each semester to plan your Academic Adjustments, Auxiliary Aids and Services.

ACADEMIC ADJUSTMENTS, AUXILIARY AIDS AND SERVICES

Academic Adjustments, Auxiliary Aids and Services may include, but are not limited to:

- Adapted Computer Software and Hardware
 - Alternate Text Media
 - Academic counseling/advising
 - Disability related counseling
 - Educational Assistance Classes
 - Liaison/Referral to instructors, college and community resources
 - Test-taking facilitation
 - Notetaker Services
 - Mobility assistance (on-campus only)
 - Sign Language Interpreter (SLI)
 - Priority Registration (students must meet SCCCD priority registration guidelines; see current college catalog or your DSP&S counselor)
- **Please see the [DSP&S website](#) for additional information on these and other DSP&S Academic Adjustments, Auxiliary Aids and Services.**

EDUCATIONAL ASSISTANCE CLASSES AND SPECIAL PROGRAMS

Educational Assistance Classes and Special Programs are designed to address the educational limitations of students with disabilities, who would be unable to substantially benefit from general college classes and programs even with appropriate academic adjustments, auxiliary aids and services.

DSP&S Educational Assistance Classes and Special Programs include, but are not limited to:

- Adaptive Physical Education
 - Adaptive Ornamental Horticulture
 - College to Career Program (C2C)
 - High Tech Center
 - Independent Living and Consumer Skills
 - Learning Disabilities Services
 - Transition to College (TTC)
 - Transition to Independent Living and Education Program (TILE)
- **Please visit the DSP&S Website for further information on **Educational Assistance classes** and **Special Programs**.**

HOW DO I ENROLL AT FRESNO CITY COLLEGE?

- You must apply to become a student at Fresno City College. Matriculation is the process that brings Fresno City College and each student together for the purpose of promoting student access, success, and equity. To meet enrollment criteria, you must be fully matriculated by completing the following steps:

MATRICULATION CHECKLIST – STEPS FOR SUCCESS

1. **Apply for Admission** to the college
 2. Set-up **Student Email** and **WebAdvisor** Accounts
 3. Apply for **Financial Aid/Scholarships** (optional)
 4. Complete **FCC New Student Orientation**
 5. Complete **Assessment/Placement** exam
 6. Schedule DSP&S New Student Intake/Orientation appointment
- **The complete Matriculation Checklist – Steps for Success form is available on the DSP&S website**

REVIEW

We hope that this brief overview of the Disabled Students Program at FCC has been helpful. Please feel free to contact the DSP&S staff at any SCCCD campus if you have any questions. Please visit our DSP&S website for additional information regarding the DSP&S program. Have a great semester!

Contact information:

Fresno City College
1101 E. University Ave.
Fresno, CA. 93741
559.442.8237 Voice/TDD
FAX 559.499.6038

Reedley College
995 N. Reed Ave.
Reedley, CA 93654
559.638.0332 Voice/TDD
FAX 559.638.0382

Madera Community College
30277 Ave. 12
Madera, CA 93638
559.675.4800 Voice/TDD
FAX 559.675-4820

Oakhurst Center
40241 Hwy. 41/P.O. Box 1910
Oakhurst, CA 93644
559.683.3940 Voice/TDD
FAX 559.683.4193

Clovis Community College
103 N. Willow
Fresno CA 93730
559.324.6403 Voice/TDD
FAX 559.325.5230