

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

5.1 Fundamental Alteration

A "fundamental alteration" is a change that is so significant that it alters the essential nature of the approved course outline of record and the objectives of an individual course or course of study. Academic Adjustment does not mean fundamental alteration.

5.2 Measurable Progress

State law requires students to maintain satisfactory progress while enrolled at a community college. Even with Academic Adjustments, Auxiliary Aides and Services, students may encounter difficulties due to disability, life circumstances, or other reasons that prevent them from achieving these goals. Students are encouraged to use authorized Academic Adjustments, Auxiliary Aids and Services, to choose appropriate classes and a reasonable course load, and to meet regularly with their DSP&S counselor. **Students with disabilities are responsible for notifying their DSP&S counselor immediately if reasonable accommodations are not implemented in an effective or timely manner.**

A lack of measurable progress may result in a suspension of services. Lack of progress can be determined in any of the following ways:

- Failure to pass (grades of W, NC, D or F) classes while utilizing appropriate Academic Adjustments, Auxiliary Aides and Services.
- Failure to meet SCCCD's requirements for being a student in good standing (see Academic Regulations section in the current FCC college catalog).
- Insufficient progress, as determined by instructor in consultation with the student.
- Failure to make progress for two consecutive semesters toward the goals established in the student's Student Educational Plan.

For detailed information regarding maintaining measurable progress, please refer to the Academic Regulations sections in the FCC college catalog.

5.3 Abuse and/or Suspension of Services

Abuse of services is defined as a failure to comply with the policies and/or procedures established to obtain or utilize authorized accommodations. Examples of "abuse of services" include excessive, unexcused absences where a service is being provided, verbal abuse of DSP&S staff, repeated failure to keep appointments for testing, mobility, counseling or other services. Abuse of service may result in suspension of that service.

There are only two ways that services eligible students may be suspended:

- Lack of measurable progress, and/or,
 - Abuse of services
1. DSP&S will provide the student with a written notice informing the student of the reasons for the impending suspension or termination of services;
 2. The student will be asked to meet with their DSP&S counselor to discuss the area of concern.
 3. If the student fails to meet with their counselor, the services may be suspended seven instructional days from the date the letter was sent.
 4. The student will be provided with either a written notice of the resolution arrived at during the appeal process to continue services or a final notice for the suspension of services and the timeline and process for reinstatement of the services.
 5. Suspended services may continue or be reinstated only with the authorization of the DSP&S counselor and/or DSP&S Director and only if there are extenuating services which warrant reinstatement;
 6. Students may be asked to agree to and sign a “Contract for Continuation of Services”.
 7. Students seeking to appeal the suspension of services may seek remedy through the Student Grievance process; please see the “Administrative Policies” section in the FCC catalog for additional information.

6 CONFIDENTIALITY and FERPA

The Family Education and Right to Privacy Act of 1974 (FERPA) is a federal law intended to protect the privacy of student educational records. FERPA provides parents with certain rights with respect to their children’s K-12 education records. **However, once a student reaches the age of 18 or enters college, the rights previously held by the parents transfer exclusively to the student.**

Parents need to realize that payment of a student’s tuition does not, by itself, give them the right of access to their student’s records. This means that a DSP&S counselor will not discuss anything pertaining to students and/or their records with their parents, instructors, or anybody else, without the student’s expressed written permission.

For reasons of confidentiality, DSP&S staff members may not discuss a student’s disability status with either faculty or staff. As a result, students are encouraged to talk with instructors about their specific accommodation needs. When necessary, DSP&S staff may intervene on the student’s behalf to facilitate provision of services or to help students communicate their needs to others.

7 GENERAL INFORMATION

7.1 Absence Notification for Classes

Students must follow all college attendance policies, as stated in the Academic Regulations section of the FCC College catalog. Students are also expected to follow the attendance policy as stated in each instructor’s course syllabus and are responsible to notify instructors directly regarding any routine absence. Only if an absence is disability related, the student may contact the DSP&S office and request the staff to notify their instructor.

7.2 Absence Notification for Services

Students receiving Academic Adjustments, Auxiliary Aids and Services (i.e. Interpreters, Mobility, and Testing) must notify DSP&S in the event of any absence when a service is scheduled. Students should notify DSP&S in advance whenever possible.

7.3 Attendant Care

SCCCD does not provide Attendant Service. See current FCC college catalog for complete Attendant Service Policy.

7.4 Campus Access

The college has an ongoing process for evaluating architectural barriers and recommending changes. If students encounter difficulties with access, please inform DSP&S staff and steps will be taken to address the problem.

7.5 Change of Counselor

Students receiving services through DSP&S will be assigned a counselor. If for any reason the student has a conflict with the counselor, the student may request another counselor. At any time the student may also seek assistance from the SCCCDC DSP&S Director. Students requesting a change of counselor must complete, submit and follow the procedures as outlined in the Petition for Change of Counselor request form (form available in DSP&S office).

7.6 Department of Rehabilitation

If Department of Rehabilitation (DOR) sponsors a student, it is the student's responsibility to be sure his/her DOR counselor has authorized payment for whatever is being covered by DOR (fees/books, etc.) in a timely fashion. If a student's registration is cancelled because of non-payment or because the college has not received a DOR authorization, it is the student's responsibility to follow-up with DOR, not the DSP&S program. It is also the responsibility of DOR students to provide documentation of their disability, including functional limitations, signed by an appropriate professional.

7.7 Duplication Services

DSP&S provides duplication services only if that accommodation is included as part of the student's Academic Adjustments, Auxiliary Aids and Services plan. Current Copyright laws are enforced.

7.8 Financial Aid

DSP&S does not have money available to grant or loan to students. Students may apply for State and/or Federal Financial Aid to assist with purchases of books, supplies and other educational necessities. There are specific guidelines and deadlines for applying for financial assistance. Please go to the campus Financial Aid office (Student Services Building, 2nd floor) or the Financial Aid Computer Lab (Library Building, Rm. LI-123) for further information. You may also apply for federal student aid on-line at

www.studentaid.ed.gov

The Scholarship Office grants scholarships every May for the following year for both continuing and transferring students. They also help students search for scholarships from other sources. For additional information on Financial Aid and/or Scholarships, please visit the Financial Aid page at www.fresnocitycollege.edu

7.9 Personal Emergencies

Some students have medical conditions that may require emergency or first aid response. This may include students who have seizures, students with cardiac disabilities or certain students with psychiatric disabilities. You may wish to designate an emergency contact person in the event you require medical attention or transport to your home or medical facility. Please contact Health Services, located in the Student Services Building, room 112.

7.10 Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Reasonable behavior is expected from the animals while on campus. If your dog exhibits unacceptable behavior, you are expected to immediately employ the proper training techniques to correct the situation. For additional information, please visit www.ADA.gov

7.11 Telephone Usage

The telephone and Teledigital Devices (TDD) in the DSP&S office are for official use only. TDD, emergency and regular pay telephones are available at various campus locations; see FCC campus map for exact locations.

8 DSP&S PROGRAMS

8.1 Adaptive Physical Education

Designed to improve a student's level of physical fitness. The program is individually designed to meet the needs of every student and establish goals for their success

8.2 Adaptive Ornamental Horticulture

Offers individual classes for enjoyment and academic enrichment or, upon successful completion of the Adaptive Horticulture Program, students are eligible to receive a certificate of completion in Horticulture

Skills.

8.3 College to Career (C2C)

The College to Career (C2C) Program is a 3-year program designed to meet the unique needs of students with intellectual disabilities in postsecondary education and in the workforce. This is a collaborative effort between Department of Rehabilitation, Central Valley Regional Center, and Disabled Students Programs and Services.

8.4 High Tech Center

The HTC is an accessible computer lab, designed to provide students with disabilities physical access with adaptive technology and devices. The HTC also offers students with disabilities the opportunity to use adaptive computer software, training programs, and alternate media.

8.5 Independent Living and Consumer Skills

Taken as a block, these classes are divided into two general units which are covered either on a daily or rotational basis. The Independent Living Skills class provides the foundation and basic understanding of everyday living so that each student may be able to achieve his/her personal goal of self-reliance and ultimately gain the skills needed in order to live independently. The Consumer Skills Development class focuses on cultivating the basic fundamental skills needed in order to develop sound consumer awareness.

8.6 Learning Disabilities Program

Includes three main components: assessment, consultation with students and faculty, and developmental curriculum. The LD program utilizes the learning disability eligibility model established by the state chancellor's office to determine eligibility for services.

8.7 Transition to College

Assists students with disabilities in preparing for initial semester in a community college. Covers issues related to accommodations and resources available to students with disabilities to enable them to be successful in a college setting, including disability evaluation and assessment, alternative media, course selection and scheduling.

8.8 Transition to Independent Living and Education Program (TILE)

The TILE Program provides an educational experience that focuses on acquisition of skills necessary for independent living. TILE is a collaborative effort between Central Valley Regional Center (CVRC) and Disabled Students Programs & Services.

9 Academic Adjustments and Auxiliary Aids

9.1 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.

In order to be eligible for Academic Adjustments, Auxiliary Aids, Services and/or instruction, a student must have a disability that is verified pursuant to Section 56006, 2015 Implementing Guidelines for Title 5 DSP&S Regulations, Chancellor's Office, California Community Colleges.

Students must meet with a DSP&S counselor for an interactive discussion to discuss and develop an Academic Accommodation Plan to identify the functional limitations in the educational environment and to determine the needed 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 SCCC priority registration guidelines; see current college catalog or your DSP&S counselor)

Students with disabilities are responsible for notifying their DSP&S counselor immediately if reasonable accommodations are not implemented in an effective or timely manner.

9.2 Sample Dialog to Request Accommodations

Practice what you are going to say to your instructors. Be polite. You are asking them for assistance with your accommodations. You should discuss and work out your needs with the instructor. If an instructor does not agree to your accommodation request, then politely thank him/her for their time and see your DSP&S counselor immediately. Following are some suggestions on what to say to your instructor(s):

I'm _____. I have a verified disability. I have a DSP&S counselor and here is the paperwork that verifies my disability and shows authorized academic accommodations. My disability causes _____, which means I need _____ to have the same opportunity to learn in the class as a student without disabilities.

Student:

I'd like to discuss: (include only those that apply to you.)

1. **GETTING A NOTETAKER:** I need help in finding a student who takes good notes in this class. I have samples of the carbonless paper that DSP&S will provide. The notetaker uses this paper to take his/her class notes. I get one copy, and the notetaker keeps the other. Would you please help me find someone who takes good notes?
2. **TAPE RECORDING A LECTURE:** I am authorized by the DSP&S office to record lectures. Only I, in my studies for your class, will use the recording. DSP&S has a Tape Recording Usage Agreement that I would be happy to sign. If you have any concerns about me doing this, please call my DSP&S counselor _____.
3. **EXTENDED TEST TIME:** I need to discuss the accommodation of extended test time. My DSP&S counselor has determined that _____ times the usual time allowed is necessary for the nature of my disability. DSP&S does offer someone to proctor tests in their office. I can arrange to take the tests in through their office, or we can work out extra time at a time and place you suggest. How would you like to organize this?
4. **QUIET ENVIRONMENT:** Because of my verified disability, I am easily distracted and I need to take tests/quizzes in a quiet environment. I can arrange to take tests in the DSP&S office or we can choose another quiet spot. Which would you prefer?
5. **TABLE AND CHAIR:** Because of my verified disability, I am unable to sit in a regular student desk and need an individual table and chair. Each division office has been assigned a number of tables and chairs for student use; would you please contact your division dean/office and request that one be moved to this classroom?

9.3 Adaptive Equipment & Assistive Technology

Educational access sometimes means that students need equipment such as a tape recorder to benefit from instruction. DSP&S supports the availability of adaptive computer stations in various locations on campus, including the DSP&S High Tech Center and campus library. DSP&S has a limited supply of adaptive equipment & assistive technology available for loan during class time.

How to request Adaptive equipment and Assistive Technology:

1. Schedule an appointment with a DSP&S Counselor to discuss your Academic Adjustments, Auxiliary Aids and Service request.
2. If approved, take the Notification of Authorized Services form to the DSP&S office and complete an Equipment Loan Contract.
3. Equipment will be loaned by DSP&S only to students officially enrolled in classes. Equipment (e.g., tape recorders) shall not be loaned to a student for any purpose or activity that is not school sponsored.
4. DSP&S does not supply batteries or cassette tapes; the student is responsible for supplying these.
5. If equipment is not returned at the agreed upon date, or has been damaged, the student will forfeit his/her rights to future equipment loans and he/she will be asked to replace the equipment.

9.4 Alternate Media

Alternate media services will be provided to students whose disability related limitations prevent them from accessing material in traditional print format. Alternate Media is defined as instructional materials, textbooks, and classroom materials in formats accessible and usable by individuals with disabilities. After meeting with the student for an interactive dialog and reviewing their verification of disability, the determination of the most suitable format of support will be made by the DSP&S counselor and, wherever possible, will be provided in the format preferred by the student. DSP&S will provide the following alternate media services: Braille, compressed audio (MP3) CD, electronic text (e-text), tactile graphics conversions of course materials and handouts, and print enlargements.

How to arrange for Alternate Media:

1. Schedule an appointment with a DSP&S Counselor to discuss your Academic Adjustments, Auxiliary Aids and Services request.
2. If approved, take the Request for Alternate Format form to the Alternate Media Specialist (DSP&S Office).
3. Students are required to sign the Security of Electronic Text Agreement included on the Request for Alternate Format form.
4. Students must be enrolled in the course for which they are requesting alternate media and students must purchase the textbook.
5. Students understand that the binding of their textbook may be removed, and that this is in integral step in the alternate media conversion process.
6. Students must plan ahead; it takes time to convert material to alternate media.
7. Until the material is available in the alternative format requested by the student, the college may offer to provide it in another medium which would be equally effective given the needs of the student requesting the accommodation.

Another resource for assistance is Recording for the Blind & Dyslexic (RFB), an organization that reproduces printed material onto audio tapes. Textbooks may be available through this agency for a student's use. For additional information and/or to register, go on-line at www.rfb.org

9.5 Career and Transfer Information

Career Information:

Career planning and educational planning go hand in hand. Your DSP&S counselor provides individual disability-related career counseling.

The Career and Employment Center offers information on thousands of occupations and provides assistance with career planning. Services include career assessments, individualized career counseling, workshops and two computer-based career information systems. Trained staff are available to provide guidance and direction in the use of materials and services. Most services are free to current students. For more information call (559) 442-8291, or visit their website at www.fresnocitycollege.edu/careercenter.

Transfer Information:

The Transfer Center assists students with the transfer process from Fresno City College to a baccalaureate (bachelor) level college or university. The center provides a variety of informational resources for students about the 9 Universities of California (UC) and 23 California State Universities (CSU).

Students with disabilities are expected to meet the same transfer requirements as all other students. Request for exceptions are considered on a case-by-case basis. Your DSP&S counselor can assist you regarding any disability related needs that are related to transfer.

The Transfer Center is located on the second floor of the Student Services Building. For additional information call (559) 442-8290, or visit their website at www.fresnocitycollege.edu/transfercenter

9.6 Campus and Community Referrals

It is our goal to provide you with all of the available resources to ensure your academic and/or vocational success. This may include referrals to other programs and services on our campus, or a referral to a community agency that provides services to individuals with disabilities. The following list is not all inclusive; ask your counselor if you need a referral to a service or agency not listed here. For additional information on FCC programs, please see the current FCC college catalog, or visit the Fresno City College website at www.fresnocitycollege.edu

On-campus resources include, but are not limited to:

- CalWORKS
- Dream Center
- Extended Opportunity Programs and Services (EOP&S)
- IDILE
- International Students
- Network Scholars
- Promise Scholars (Supporting Foster Youth)
- Psychological Services
- Puente Project
- Resources for American Indian Needs (RAIN)
- Strengthening Young Men by Academic Achievement (SYMBAA)
- Student Support Services Program (SSSP)
- TRIO Programs
- United Southeast Asian American Program (USEAA)
- Upward Bound
- Veteran's Resource Center

Selected Community Referrals:

Cesar Chavez Adult School: 2500 Stanislaus, Fresno 93721 (559) 457-6000, ext. 70163

Department of Rehabilitation: 2550 Mariposa Mall, Room 2000, Fresno 93779 (559) 445-6011

Fresno County Mental Health: 2171 North Fine St., Fresno 93727 (559) 455-2040

Social Security Administration: 5090 N. West, Fresno 93711 (559) 487-5061

9.7 Counseling

DSP&S counselors provide academic, vocational, and disability management counseling. Once you are assigned to a counselor, some of the areas that they will be able to assist you with are:

- Authorization of Academic Adjustments, Auxiliary Aids and Services (Accommodations)
- Class planning (Student Education Plan)
- Probation/Disqualification issues
- Educational Assistance classes
- Priority Registration
- Liaison with faculty
- Referral to on-campus services and programs
- Referral to Community Agencies

Once you are assigned to a DSP&S counselor, you need to meet with them at least once a semester for class planning, as well as authorization of Academic Adjustments, Auxiliary Aids and Services.

To schedule an appointment with your DSP&S counselor, call the DSP&S office at (559) 442-8237 between 8:00 am and 5:00 pm Monday through Friday.

Walk-in counseling appointments are available on a counselor's scheduled walk-in day and are on a limited, first come, first served basis. Walk-in appointments are limited in length and are to be used only for 'quick-answer' types of questions. Due to the short time allowed for these appointments there might not be enough time to address all of your concerns. In this case, your counselor can assist you in scheduling a follow-up appointment.

9.8 Parking for Persons with Disabilities

SCCCD Police Department governs the operation and parking of vehicles upon all District property pursuant to Section 21113 of the Vehicle Code of the State of California. Such regulations have the full force of law and violators are punishable in accordance with the provisions of the Vehicle Code.

Those students wishing to parking in the campus handicapped parking stalls must meet the Disabled Person Parking Placard or License Plates requirements established by section 295.5 (disabled person), and section 295.7 (disabled veteran) of the Vehicle Code of the State of California. The Application for Disabled Person Placard or Plates DMV (form REG 195), and/or the Application for Disabled Veteran Certification (form REG 256A) is available at:

- DMV website:
 - <http://www.dmv.ca.gov/forms/reg/reg195.htm>
 - <http://apps.dmv.ca.gov/forms/reg/reg256a.pdf>
- DSP&S office
- SCCC Police Department

A person shall not use such a plate or placard for the purpose of parking unless the person is disabled, or the driver of a vehicle in which a disabled person is a passenger. Pursuant to section [22511.56 \(a\)](#) of the California Vehicle Code any person on a SCCC campus displaying a placard is subject to presenting proper identification and evidence of the issuance of that Placard to parking enforcement officers and or campus police officers upon the officer's request.

For additional information regarding the SCCC policy-governing operations of motor vehicles on college

campuses, please contact:

State Center Community College District
District Police Department
1940 N. Calaveras Ave.
Fresno, CA. 93704
(559) 244-5911

9.9 Interpreters

Interpreting services are coordinated upon request for students who are Deaf or Hard of Hearing. Services are provided when they are considered to be reasonable, effective and appropriate accommodations. Interpreters are provided for classroom sessions, class-related meetings, events, and/or field trips; and for additional campus services.

Scheduling interpreters requires advance notice.

- Students are highly encouraged to plan and request interpreting services as early as possible by utilizing priority registration.
- Interpreters are assigned based on a variety of factors, including but not limited to: staffing availability; skills, knowledge and ability level of each interpreter and the individual communication needs of each student.
- The DSP&S Interpreter Coordinator will make every effort to honor student preferences for a particular interpreter; however, DSP&S does not guarantee that a specific interpreter will be assigned or available.

How to arrange Interpreting Services:

1. Schedule an appointment with your designated DSP&S counselor specializing in services to Deaf and Hard of Hearing Students.
2. Your DSP&S counselor will approve interpreting services based off appropriate disability verification.
3. Schedule an appointment to meet with the DSP&S interpreter coordinator to complete the interpreter intake process.
4. **To request interpreters for classes:** Submit class schedule for each semester to interpreter coordinator at least 4 weeks in advance of each semester beginning.
5. **To request interpreters for all other campus services and/ or events:** Interpreter Service Requests must be made by completing the *Interpreter Service Request (ISR)* form (see DSP&S Forms).
 - a. The ISR forms are available in the DSP&S office and interpreters' office.
 - b. Submit ISR forms to interpreter coordinator **one week in advance** of the scheduled appointment or event. Every effort will be made to expedite short notice ISRs received less than 1 week in advance.

Important Information regarding interpreting services

Absences:

- If a student is absent for three consecutive class sessions and has not submitted prior notification to the interpreter coordinator or the counselor, the interpreter will automatically be reassigned to another student who may be pending an available interpreter.
- Reevaluation of reassigning the interpreter back to the class is handled on an individual basis with the student's counselor and/ or interpreter coordinator.
- The first week of each semester of each class session, interpreters will wait 30 minutes to allow for students to arrive who may be running late due to traffic or parking.

- On the second week and thereafter, interpreters will wait 20 minutes after the beginning of each class session for the student to arrive. If the student has not arrived within 20 minutes, the interpreter may be reassigned to another class.
- If an interpreter is absent for their assignment, it is the student's responsibility to remain in class to avoid unexcused absences.

Concerns:

- If a student has a concern about an interpreter, the student is encouraged to work with the assigned interpreter to resolve the issue.
- When this is not appropriate or conducive to communication and/ or if the student doesn't feel comfortable, the student is encouraged to then meet with the interpreter coordinator who will try and accommodate both the student and interpreter's concerns toward a mutually effective resolution.
- If the student wants to request a different interpreter, the student needs to complete a *Request for Reassigned Interpreter form* (see DSP&S Forms) and submit it to the interpreter coordinator.
- Please allow one week for interpreter coordinator to follow-up.

TIPs

- Students are highly encouraged to use the DSP&S *priority registration* period to allow reasonable time to accommodate students.
- Students are required to inform the DSP&S interpreter coordinator of any changes to your schedules and any changes to any interpreting requests **as soon as possible and within a reasonable amount of time prior to** the start date of each request.
- Schedules and Interpreting Service Requests (ISRs) received with short notice and after this period will be expedited as quickly as possible and as staffing allows.
- DSP&S provides interpreting services for classes and all class-related activities, events, meetings and services.
- For some campus-wide events, DSP&S will make every allowable effort to assist in these requests (i.e. provision, scheduling and coordinating of interpreters) but the department sponsoring the event is required to pay for the interpreting services.

The goal of DSP&S Interpreting Services is to linguistically and culturally facilitate accessible communication among students and staff in the post-secondary environment in an effort to support Deaf students' success toward achieving their goals.

9.10 Learning Disability Assessment

If there is no existing documentation which can verify a learning disability, a student may be referred to the Learning Disability Specialist for testing. To be categorized as a student with a learning disability, a student must meet the following criteria through psycho-educational assessment verified by a qualified specialist certified to assess learning disabilities:

- a. Average to above average intellectual ability; and
- b. Statistically significant processing deficit(s); and/or
- c. Statistically significant aptitude-achievement discrepancies.

How to arrange for a Learning Disability Assessment Referral

1. Schedule an appointment through the DSP&S office for a New Student Intake by calling (559) 442-8237.

2. Students must complete and submit a Fresno City College Application for Admission prior to the intake appointment. We only test students who are enrolled for classes at FCC.
3. Students complete the New Student Intake process (excluding verification of disability).
4. Students complete the Learning Disability Eligibility Screening process during the New Student Intake appointment.
5. When appropriate, students will be scheduled for a Learning Disability testing appointment or, if further assessment is required prior to test scheduling; student will be scheduled for a follow-up appointment with a DSP&S counselor.
6. Students are not eligible for DSP&S Services until and unless upon completion of the Learning Disability Assessment Test they have been determined eligible for services, per Title V guidelines.

9.11 Mobility Assistance

Mobility services may be provided as an accommodation to a qualified student who has a verified disability limitation that make it difficult to walk long distances or carry heavy loads while enrolled in classes on campus. An accessible cart is available to provide on-campus transportation to students who are approved for the service. Students who may be eligible for this service are those with temporary and permanent orthopedic disabilities that affect their mobility.

How to arrange for Mobility Services:

1. Schedule an appointment with a DSP&S Counselor to discuss your mobility request.
2. Students must be currently enrolled for classes.
3. If approved for mobility service by the DSP&S counselor, take the Notification of Authorized Services form to the DSP&S office.
4. Provide the Mobility driver with a copy of your class schedule.
5. Complete a Request for Mobility Service form with the Mobility driver.
6. Service will begin on the day following completion of the Request for Mobility Service form.
7. The student must be at the designated area and be ready at the pre-arranged time.
8. All books, bags, and packages are your responsibility. Drivers are not required to carry books and packages to classrooms, cars, etc.
9. It is the student's responsibility to notify the DSP&S office as soon as possible if she/he will be unable to meet the mobility driver as scheduled (559) 442-8237. Three (3) failures to notify may result in termination of this service.
10. The student is responsible for informing the DSP&S office immediately whenever changes occur that affect the student's need for mobility services.

11. DSP&S Mobility has a limited number of vehicles and drivers. We will always try to pick you up at your requested time, but sometimes delays may be unavoidable.

9.12 Notetakers

Notetaking accommodations may be provided as an accommodation to a qualified student who has a verified disability limitation that make it difficult for them to take effective notes in class. Notetaking accommodations are not a replacement for attending class. Note-taking accommodations may include but are not limited to: the use of smart pen to record notes and lecture audio, a digital audio recorder, or a peer note-taker (volunteer). Special notetaking paper (no carbon required) is available in the DSP&S Office free to the student who needs this service. Students may find their own notetakers in class or may ask their instructors to help them find a notetaker in their classes.

How to arrange for Notetaking Services:

1. Schedule an appointment with a DSP&S Counselor to discuss your notetaking request.
2. If approved for notetaking service by your DSP&S counselor, take the Notification of Authorized Services and Notetaker Agreement forms to your instructor.
3. Carbonless, NCR notetaking paper is available in the DSP&S office upon request.
4. Students approved for Notetaker service may: 1) ask a fellow student in their classes to assist them with taking notes, and/or 2) ask the instructor for assistance in locating a notetaker.
5. Students arrange to meet with the notetaker immediately after class to review the Notetaker Agreement form and procedures. The completed Notetaker Agreement form must be submitted to the DSP&S office as soon as possible.
6. It is your responsibility to **immediately** report any problems with finding a notetaker, or problems with their performance, to your DSP&S counselor.
7. Students are required to be in class to receive notes from that day, unless the absence was disability related.
8. It is the student's responsibility to notify the DSP&S office as soon as possible if she/he will be unable to attend class so the notetaker can be notified. Three (3) failures to notify may result in termination of this service.
9. The student is responsible to **immediately** inform the DSP&S office whenever changes occur that affect the student's need for notetaking services (i.e. you and/or the notetaker dropping the class).

9.13 Priority Registration

Priority registration may be provided as an accommodation to a student who has a verified disability limitation that requires special scheduling or class location requirements, arranging for classroom support services or procuring alternative media materials.

How to arrange for Priority Registration:

1. Schedule an appointment with a DSP&S Counselor to discuss your priority registration request.
2. If approved for Priority Registration, you will receive notification about the registration date in your campus email. It is your responsibility to check your campus email weekly for such notifications. DSP&S counselors are available by appointment to assist with academic advising.
3. It is always advisable to schedule an appointment to meet with your DSP&S counselor to discuss your schedule as early as possible since appointment times are especially hard to arrange once registration has begun.

To be eligible for Priority Registration, you also must follow all SCCC Admission and Registration guidelines; see current FCC catalog for details, or speak with your DSP&S counselor.

9.14 Reader Services

Reader services may be provided as an accommodation to a student who has a verified disability limitation that may inhibit his/her ability to complete required reading for a course in a timely manner with adequate comprehension. The student may benefit from having the reading material for the course available on audio tapes.

Recording for the Blind & Dyslexic (RFB&D) is an organization that reproduces printed material onto audio tapes. Textbooks may be available through this agency for a student's use. For additional information and/or to register, go on-line at www.rfbd.org

If the material is unavailable through RFB&D, please make an appointment to meet with your DSP&S counselor to request Alternate Media services.

9.15 Testing Accommodations

Testing accommodations may be provided to a student who has a verified disability limitation that may affect manual dexterity, vision, or perception.

How to arrange for Testing Accommodation:

1. Schedule an appointment with a DSP&S Counselor to discuss your testing accommodation request.
2. If approved for testing accommodations, take the Notification of Authorized Services form to your instructor.
3. Go to the DSP&S Testing office to schedule your exams, and to complete the DSP&S Student Testing Assistance Guidelines contract.
4. All students are required to follow the SCCC Academic Dishonest policy set forth in the college catalog and are required to sign a DSP&S Academic Dishonesty contract.

5. All tests are monitored; no exceptions.
6. Remember to plan ahead! Poor planning on your part does not mean that we will be able to accommodate a last minute request!

10 Campus Information Systems

10.1 WebAdvisor

WebAdvisor is an online student information system. Students can view their:

- registration eligibility
- financial aid status
- fees due
- class schedule
- grades
- unofficial transcripts

As part of the registration function, students may view and search the course schedule and register, waitlist, or drop classes. Address and phone number updates, degree evaluation requests and your application for graduation are also done through the WebAdvisor system.

Access WebAdvisor at: <http://webadvisor.scccd.edu>. If you need additional assistance, click on "WebAdvisor Overview and Login Instructions" and/or "Registration Instructions". You may also call 442-8280.

10.2 Student Email

Fresno City College provides each student with a free email account and will use it as the primary means to communicate with you. Communication with all students will be via district email unless you choose to receive notices about your student account by U.S. mail. Students may opt to have all communication sent by the "postal service" by filling out the online form "Change Correspondence Method" found on WebAdvisor or at the Admission and Records web room. Email accounts can be accessed from any of the lab computers on campus or from an off-campus computer with Internet access. To access and activate your account:

Activate your SCCCD student email at: www.scccd.edu/student email. For additional assistance, call (559) 499-6070.

10.3 Blackboard

Blackboard is a Learning Management System used by many faculty at Fresno City College, Reedley, Clovis Community College, and the North Centers for their courses. Blackboard provides online access to course materials for those faculty using the system and to faculty and staff for various organizations hosted in the system.

All students are automatically added to Blackboard when they register for a class at any of the campuses of SCCCD. The username and password used to access Blackboard is the same as your email login.

You can find your student ID on your registration receipt or you may contact the Admissions & Records office at Fresno City College by calling 499-6070.

If you need help logging into **Blackboard** please contact the Student Services Help Desk at **499-6070**. For any other issues, you can call the Blackboard Help Line at **1-866-401-7784**, which is available 24/7.

10.4 Canvas

Canvas is the Course Management System chosen by the California Community College system for delivering high-quality online courses.

Instructors and students can access Canvas by going to <https://scccd.instructure.com>

10.5 On-Line Resources

Federal Student Aid: www.FAFSA.ed.gov

Fresno City College: www.fresnocitycollege.edu

Major preparation sheets (FCC):

www.fresnocitycollege.edu/counseling/majorrequirements

Placement Test schedule: www.fresnocitycollege.edu/ Assessment Center

Textbook prices: www.mycampusub.com

Transfer requirements to California State University or University of California:

www.assist.org

10.6 Laws and Policies

Section 504 of the Rehabilitation Act of 1973

Section 504 is also known as the "Access Law." It provides program and physical access for students with disabilities. The law states that: "No otherwise qualified individual in the United States...shall, solely by reason of disability, be excluded from the participation in, be denied the benefits of, or be subjected to

discrimination under any program or activity receiving federal financial assistance.” When providing aid, benefit or service, public entities must provide opportunities for individuals with disabilities to participate that are as effective as the opportunities provided to others. The Office for Civil Rights of the Department of Education defines “effective communications” as “timeliness of delivery, accuracy of the translation, and provision in a manner and medium appropriate to the significance of the message and the abilities of the individual with the disability.” The mechanism for enforcement of this law is the withholding of federal funds.

Americans with Disabilities Act (ADA) 1990

Extends the framework of civil rights laws and of Section 504. Mandates reasonable access for people with disabilities with all public and private entities. Provides essentially the same protection as Section 504, except it is broader in context and coverage, and redress is more specifically defined. There are five sections:

Title I – Employment: Prohibits employers of 15 or more to discriminate against a qualified applicant or employee with a disability and also prohibits retaliation against any individual who has opposed any act or practice made unlawful by the ADA.

Title II – Public Services and Transportation: Prohibits state and local governments from discriminating against people with disabilities in their programs and activities. Includes entities receiving state or federal funding such as community colleges in anti-discrimination clauses. New public buses, new train cars in commuter, subway, intercity, and light rail systems as well as new stations and facilities must be accessible.

Title III – Public Accommodations: Prohibits privately operated public accommodations from denying goods, programs and services to people based on their disabilities. Businesses must accommodate patrons with disabilities by making reasonable modifications to policies and practices, providing auxiliary aids and improving physical accessibility.

Title IV – Telecommunications: Telephone companies need to provide continuous voice transmission relay services that allow people with speech and hearing disabilities to communicate over the phone through teletypewriters (TTYs). Also requires that federally funded television public service messages be closed captioned for viewers who are deaf or hard of hearing.

Title V – Miscellaneous Provisions: Specifics for enforcement of the act and provisions for attorney’s fees.

10.7 Frequently Asked Questions

Q. Can a 504 Plan or IEP be used for documentation of a disability?

Yes. For students with learning disabilities, they will need to bring a copy of the most recent IEP and psycho-educational assessment report from high school. For medical, psychological, and other health-related disabilities (including ADHD), disability documentation from a certified or licensed professional, or a copy of the student's most recent 504Plan must be provided.

Q. Will the same services that a student received in high school be offered in college?

Maybe. High School Special Education programs are legally required to provide whatever service, accommodation, or modification that is needed for the student to be successful. Colleges are required by law to provide "equal access" to education. Access is provided through reasonable accommodations. Furthermore, college course curriculum cannot be modified to alter the fundamental nature of the course.

Q. Will the Disabled Student Programs & Services office provide services such as helping a student eat meals or pushing a wheelchair?

No. Services needed to assist a person with activities of daily living are the responsibility of the individual, not the college. See current college catalog for the most recent Attendant Care Policy.

Q. Are faculty and staff in higher education required to provide accommodations to a student with a disability, even if the student does not request it?

No. The student has the responsibility to self-identify to the compliance officer or the disability service office, provide documentation of a disability and ask for accommodation before the institution is required to provide that accommodation.

Q. Can a college refuse to grant a student's request for an accommodation if it is not specifically recommended in the student's documentation?

Yes. All accommodations granted must be related to the student's disability related limitations and based on the student's documentation of disabilities and a discussion with the DSP&S counselor.

Q. Does a disabled individual have to pay for services provided by DSP&S for disability-related limitations while in college?

No. It is the college's responsibility to provide reasonable accommodations at no cost to registered and eligible students with disabilities.

Q. How does a student get Mobility service?

A student must submit medical documentation that states the physical limitation and that Mobility service will be needed. The counselor will review the documentation and authorize Mobility as an approved accommodation, if appropriate.

Q. How does a student get extra time for taking tests?

A student must meet with a counselor to determine appropriate accommodations. As with all accommodations they will be individually determined for appropriateness in relationship to disability-related limitations and course requirements.

Q. Is tape recording allowed as an accommodation in higher education?

Yes. Section 504, Subpart E of the Rehabilitation Act (1973), states specifically that a post-secondary institution may not impose rules that prohibit the use of tape recorders in the classroom for students with disabilities

Q. Can instructors decide that a student with a documented disability does not need extended time on a test and choose not to give this accommodation?

No. Extended time is a reasonable accommodation for a student with a disability whose documentation specifically calls for that accommodation. The institution is required to ensure that the student is provided additional time to complete tests in order to provide an equal opportunity for that student.

Q. Can an individual faculty member who fails to provide an accommodation to a student with a documented disability be held personally liable?

Yes. A professor at the University of California, Berkeley was sued by a student with a documented learning disability who had been denied extended time on a math test. The court accepted the case, which was settled out of court for an unspecified amount.

Q. Does a student request for an accommodation have to be provided even when the accommodations would result in a fundamental alteration of the program?

No. Academic requirements that the institution can show are essential to the student's course of study do not have to be modified or accommodated. In other words, the institution would not have to change a requirement if it could demonstrate that such a change would fundamentally alter the nature of the course.

Q. Can a student receive a failing grade for a college class in which they are receiving accommodations?

Yes. Accommodations ensure "access," not necessarily "success."

Q. Does your college assess for learning disabilities?

Yes. See Learning Disability Assessment Testing (9.9) for additional information.

Q. Do students with disabilities receive priority registration?

Yes. They may be eligible for priority registration if their disability-related limitations warrant it and they are in need of accommodations and/or services in the educational setting.

Q. How does a student get notetaking services?

Upon approval of this accommodation by a DSP&S counselor, the student should find a classmate who is willing to share his or her notes. The student may check out paper from DSP&S that will provide a carbonless copy of the notes.



**Steps for Success for New Students
Disabled Students Programs and Services (DSP&S)**

SCCCD enrollment priorities promote student access, success, and equity. To meet enrollment priority criteria, you must be fully matriculated. **To be fully matriculated, you must complete steps 3, 4, and 7.**

<input type="checkbox"/>	Step 1: Apply for Admission & Set-up Student Accounts	<ul style="list-style-type: none"> Apply online at: http://www.fresnocitycollege.edu and click on "Apply Online." <i>Application is normally processed within 2 business days.</i> Activate your SCCC email account: http://fresnocitycollege.edu/studentemail (see back for detailed instructions). <i>Email is the primary way the college will communicate with you.</i> Go to <u>WebAdvisor</u> at http://webadvisor.sccd.edu/ to get your SCCC student identification number (see back for detailed instructions). Call (559) 442-8240 for help with <u>WebAdvisor</u>/student email.
<input type="checkbox"/>	Step 2: Financial Aid/Scholarships (optional)	<ul style="list-style-type: none"> Complete the Free Application for Federal Student Aid (FAFSA) at: http://www.fafsa.ed.gov. If you need assistance, go to the Financial Aid lab in the FCC Library, Room 123. Apply for Scholarships; view deadlines and contact information at: http://www.fresnocitycollege.edu/financialaid <i>Note: it is recommended that the student complete their FAFSA application as early as possible.</i>
<input type="checkbox"/>	Step 3: New Student Orientation (FCC)	<ul style="list-style-type: none"> Complete the New Student Online Orientation session at http://counseling.sccd.edu. You must have your FCC student ID number & SCCC email address to log-on. <i>It may take 2-3 business days to clear your orientation hold.</i>
<input type="checkbox"/>	Step 4: Assessment/Placement	<ul style="list-style-type: none"> Take the appropriate placement tests or meet the placement test exemption requirement(s). Visit the Assessment Center website http://www.fresnocitycollege.edu/assessmentcenter for test exemptions, procedures, testing calendar, and test samples. <i>Note: If you need an accommodation because of your documented disability, you may request it at your New Student Intake appointment.</i>
<input type="checkbox"/>	Step 5: DSP&S New Student Intake	<ul style="list-style-type: none"> All new DSP&S students are required to schedule a New Student Intake/Orientation Appointment and complete mandatory intake paperwork. You may schedule the intake appointment by calling 442-8237. Upon completion of the New Student Intake Process/Orientation students will be assigned to a DSP&S counselor.
<input type="checkbox"/>	Step 6: Disability Verification	<ul style="list-style-type: none"> 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. The existence of a disability may be verified by 1) counselor review of records/documentation provided by appropriate agencies or certified/licensed professions outside of DSP&S (physician, mental health professional, audiologist, IEP/Psychological report, 504 Plan, etc.), OR 2) Observation/Assessment by DSP&S counselor Please bring any existing documentation with you to the New Student Intake/Orientation appointment for DSP&S counselor review Medical and Psychological verification forms are available in the DSP&S office and on the DSP&S website
<input type="checkbox"/>	Step 7: Academic Accommodation Plan/SEP	<ul style="list-style-type: none"> The Academic Accommodation Plan/Student Educational Plan is an interactive process between the DSP&S student and DSP&S counselor regarding academic adjustments, auxiliary aids, services and/or instruction necessary to provide the student equal access to the educational process.
<input type="checkbox"/>	Step 8: Register for classes	<ul style="list-style-type: none"> You can register in the following ways: 1.) Online using <u>WebAdvisor</u> at http://webadvisor.sccd.edu/2.) On-campus in the Admissions office (Student Services building, 1st floor). Before you register, make sure all prerequisite requirements have been met. If the prerequisite was taken and passed outside of the SCCC campus sites, bring your transcripts indicating the passing grade to an appointment with your DSP&S counselor.
<input type="checkbox"/>	Step 9: Pay Your Fees	<ul style="list-style-type: none"> Information regarding students fees: http://www.fresnocitycollege.edu/index.aspx?page=606 Fee deadlines: http://www.fresnocitycollege.edu/index.aspx?page=614 FCC Photo ID Card: pay at the FCC Business Office (Old Administration Building, room 151A) and take the receipt to the Student Activities Office located next to the Cafeteria. If receiving Financial Aid, contact the Financial Aid Office at (559) 442-8245 for assistance.
<input type="checkbox"/>	Step 10: Get Your Textbook	<ul style="list-style-type: none"> Preview what textbooks are required at: http://www.fresnocitycollege.edu/index.aspx?page=60 Books can be purchased or rented from the Bookstore which is located across from the Cafeteria: http://www.fresnocitycollege.edu/index.aspx?page=60
<input type="checkbox"/>	Step 11: Attend Classes	<ul style="list-style-type: none"> Attend your classes on the first day of school; you may be dropped from your class if you fail to attend the first class meeting. If you decide not to attend a class, it is your responsibility to drop the class by the published deadline.
<input type="checkbox"/>	Step 12: Ask for help!	<ul style="list-style-type: none"> If you have difficulties in class and/or questions regarding your Academic Accommodation Plan, contact your DSP&S counselor immediately!

For important dates visit:
<http://www.fresnocitycollege.edu/index.aspx?page=2449>

IMPORTANT: MUST COMPLETE!!

Activate your SCCC Student Email: www.sccd.edu/studentemail

Username: _____@my.sccd.edu
Student ID#

Temporary Password: _____
First Initial (Uppercase) + Last Initial (lowercase) + DOB (mmddyy)

New Password: _____
Must be 8 characters or more in length and include: upper case letters, lower case letters, Numbers, and may include special characters.

To reset your password go to: www.sccd.edu/studentemail for instructions. For other issues call (559) 499-6070.

**Check your email at least once a week.
This is the only way the college communicates with you!!**

Log on to WebAdvisor: <http://webadvisor.sccd.edu>

User ID: _____
Lastname_sccd.ID# (i.e. webadvisor_0123456)

Temporary Password: _____
6-digit birthdate (mmddyy)

New Password: _____
Must be 6-9 characters in length; include both letters and numbers.

Remember your login information. WebAdvisor allows you to register for classes, view your classes, view financial aid status, drop classes, view grades, change your major, and update contact information.

If you need additional assistance go to <http://webadvisor.sccd.edu> and click on 'WebAdvisor Overview and Login Instructions' and/or 'Registration Instructions'. You may also call 442-8240 for assistance.