



Fresno City College

Disabled Students Programs and Services

Student Handbook

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DSP&S

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[Campus Map](#)

Welcome to the Fresno City College DSP&S Program!

The DSP&S program is designed to assist students with disabilities, so that they may have equal access to educational programs at Fresno City College. DSP&S services foster independence and maximum integration into campus life for students with disabilities and are in conformance with the overall mission of Fresno City College.

The handbook is not intended to be all-inclusive, but to give the student a general understanding of the programs and accommodations that may be available through DSP&S.

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1 ELIGIBILITY REQUIREMENTS

In order to be eligible for accommodations, 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.

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

1. Observation by certificated DSP&S staff; or
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.

General documentation guidelines:

- Documentation must be on business letterhead from a licensed professional -not related to the student- who is qualified to give a psychological and/or medical diagnosis. The name, credentials and signature of the licensed professional must appear on the documentation.
- The documentation must include all pertinent diagnoses, clearly stated and explained
- Information outlining testing/assessment tools must be included. Learning disability testing should include the actual test scores; the student should be tested using measures normed on adult populations.
- Documentation should include information on how the disability currently impacts the individual and document "how a major life activity is limited by providing a clear sense of severity, frequency and prevalence of the condition(s)."
- All pertinent positive and negative effects of mitigating measures should be addressed. This could include a description of treatment, medications (and potential side effects) and assistive devices with estimated effectiveness of their impact on the disability.
- Fresno City College does not determine accommodations solely based on the recommendations of care provider or evaluator.
- All new students are required to meet with a DSP&S counselor for an interactive discussion to discuss and develop an Academic Accommodation Plan (AAP) to identify the functional limitations in the educational environment and to determine the needed auxiliary aids, services, academic adjustments and educational assistance classes.

1.1 Eligible Disabilities

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.

- **Autism Spectrum Disability** can be verified by a certificated DSP&S staff member using the documentation from a public or private agency that states the student meets one of the following:
 - 1) student is a client of [CVRC](#) and identified as having autism spectrum disorder; or 2)

the student has documentation from a school psychologist, licensed psychologist, or physician identifying them as having autism spectrum disorder; or 3) the student has an IEP or Section 504 Plan or a record of having received accommodations based on having autism spectrum disorder.

- **Blindness and low vision** may be verified by review of existing documentation from an ophthalmologist, vision care professional, medical facility, physician, physician's assistant, or nurse practitioner.
- **Acquired Brain Injury** may be verified by review of existing documentation from an appropriate licensed professional such as a physician, neurologist, neuropsychologist, physician's assistant or nurse practitioner.
- **Attention Deficit Hyperactivity Disability** can be verified by review of outside documentation by a professional with the appropriate license such as a medical doctor, physician's assistant, psychologist, or licensed clinical social workers or marriage and family therapist, and/or review by a certificated staff person of documentation such as an IEP, Section 504 Plan, or psychoeducational academic reports.
- **Deaf and Hard of Hearing** may be verified by review of existing documentation from an audiologist, physician, physician's assistant, or nurse practitioner.
- **Intellectual Disability (ID)** can be verified by a certificated DSPS staff member using the documentation from a referring agency, such as CVRC, school or any other agency.
- **Learning Disability** may be verified through a school IEP or similar documentation, that designates a specific learning disability and through the interactive process it is determined that the student meets the Title 5 definition of a learning disability. If you suspect that you have a learning disability, testing may be available.
- **Mental Health Disability** may be verified by: 1) review of existing documentation from a licensed psychologist, physician, licensed marriage and family therapist, or clinical social worker identifying the student as having a mental health disability; 2) review of records from a public or private agency such as the Department of Mental Health; 3) for substance abuse disorders, verification of disability and proof of participation in a treatment program.
- **Other** disabilities may be verified by existing documentation from a medical facility, physician, physician's assistant, nurse practitioner, licensed speech professional.
- **Physical disability** may be verified by review of existing documentation from a medical facility, physician, physician's assistant, or nurse practitioner, chiropractor, etc. The documentation should include the functional limitations in the educational setting which arise from the disability.

Note: Definitions and information have been taken in whole or part from [California Education Code Sections 67310-67312](#), and [California Code of Regulations](#), Title 5, Section 56000 et.seq.

2 APPLYING FOR FRESNO CITY COLLEGE

Matriculation is the process that brings Fresno City College and each student together for the

purpose of helping students succeed in achieving their educational goals. This process includes: 1) Application/Admission; 2) Orientation; 3) Assessment of basic educational skills and career goals; 4) Advising; 5) Registration; and 6) Financial Aid (optional).

To complete your SCCC on line application:

1. Go to www.fresnocitycollege.edu
2. Select "Apply Now"
3. [Start your application at CCCapply](#)

2.1 FCC On-Line Orientation

After completion of the FCC admissions application, all new students are required to complete an online New Student Orientation. The orientation will help you become familiar with college life, understand what is expected from you as a student, and learn about college programs and services that will help you succeed in college. All new students will have an Orientation (OR) hold placed on their record until they complete the FCC New Student on-line orientation.

To complete your online orientation, visit www.scccd.edu/orientation or use the link in your Student Portal.

2.2 My Portal

Everything you need is in My Portal, such as access to Canvas, Starfish, Student Email, WebAdvisor, and other resources. Log in to your Student Portal by clicking the My Portal app located on the top righthand corner of the [Fresno City College webpage](#). For login instructions, visit the [Technology Help](#) page on the FCC website.

A pop up will appear the first time you log in to your portal to ask you to confirm/update your [Communication Preferences](#). Students must update their Communication Preferences to enroll in emergency notifications and the password reset system (in case you are unable to login to your portal). This pop up will appear each time you log in to your portal until you update your preferences, so it is recommended you complete this step the first time you log in. Canvas

2.3 Canvas

Canvas is the Course Management System chosen by the California Community College System for delivering high-quality online courses. One of the benefits of Canvas is its streamlined, intuitive interface, making it easy to learn and simple to use. You can access Canvas by logging in to your My Portal account and accessing Canvas in the Apps Catalog. There are several resources available for you to learn about and get help with Canvas:

- Once you are logged into Canvas, go to the Commons folder and enroll in [Passport to Canvas](#) for FCC Students.
- [Hoonuit](#) has over 100 video tutorials on how to use Hoonuit by logging into the FCC Tutoring webpage at <https://www.fresnocitycollege.edu/academics/tutoring/hoonuit.html>

- Check out the online [Canvas Community](#)

2.4 Starfish

[Starfish](#) provides comprehensive tools that will help you connect with Fresno City College Resources. It gives faculty a way to communicate your progress throughout the semester to ensure the right people are able to provide support when needed. Access Starfish by logging into the FCC student portal; locate Starfish in the Apps Catalog.

Some of the features in Starfish:

- My Success Network displays the people and offices that are available to help you succeed.
- Your Connections lists your Instructors and any primary counselors you may have.
- Your Services reflect resources that are available to you. Your Student Success Team(s) listed is based on your current active major(s).
- Messages sent to your SCCD email and to any alternate address you added to your profile.
- See Upcoming Appointments with counselors or instructors.
- Dashboard highlights items that require your attention and may include Early Alert flags related to your class work, recommended referrals to campus support offices to help your success, and kudos from your instructors.

2.5 Student Email

Your [SCCSD email](#) is the primary method the college uses to send you important information including financial aid, registration eligibility, and deadlines. To access your email, login through the FCC student portal.

2.6 Voter Registration

Under the National Voter Registration Act (NVRA) of 1992, DSP&S students are offered information, voter registration application forms and the opportunity to become registered voters. Voter registration information and online application forms are available on the [California Secretary of State webpage](#), under [Elections and Voter Information](#)

2.7 WebAdvisor

[WebAdvisor](#) is FCC's online academic management systems and is available for free to all current FCC students. Students use WebAdvisor to register and drop classes, view grades, class schedules, and financial information. To access WebAdvisor, login through the FCC student portal.

3 APPLYING FOR DSP&S

Academic accommodations are not automatic in college; students must self-identify to the DSP&S program as a student with a verified disability and complete the required DSP&S New Student Intake process.

3.1 AIM (Accessible Information Management)

At the time of publication of this handbook, not all AIM modules have been activated. Please check your student email, the DSP&S webpage, or contact your counselor for scheduled roll-out dates for any new features.

Beginning in Fall 2020, SCCC DSP&S programs are transitioning to an online platform, [Accessible Information Management \(AIM\)](#). AIM makes it easy for students to apply, view, manage and independently coordinate their approved accommodation request(s).

- The [Aim New Student Application](#) is a brief online questionnaire designed to let students describe the impact of their disability and request accommodations.
- Students submit disability documentation by uploading it in AIM.
- Currently registered DSP&S students use AIM to request their accommodation requests via a Faculty Notification Letter (FNL) which is emailed directly to their instructor(s).

3.2 Completing the AIM application

If the student is unable to access the [AIM online application](#), he/she can contact the DSP&S office at (559) 442-8237 to request a copy of the application in an alternate format.

1. Start on the FCC webpage at www.fresnocitycollege.edu
2. In the upper right corner, under the Student Services tab select, [Disabled Students Programs & Services](#). You are now on the DSP&S homepage.
3. On the right side, select "[How to Apply for the DSP&S Program](#)"
4. "How to Apply for the DSP&S Program" will provide you with an overview of how to complete the DSP&S AIM application. A copy of the instructions can be found in the Appendix section of this handbook.

3.2 Intake Appointment

Once your AIM application has been processed and disability verification has been reviewed and confirmed by DSP&S staff, you will be contacted to schedule your first appointment to speak with a DSP&S counselor.

1. Be prepared to describe your disability and how it impacts you. Student self-report is a critical component of the interactive dialog process with your DSP&S counselor.
2. Review the disability verification that you submitted. Be prepared to discuss your strengths, challenge areas, and any recommendations made by the evaluator/provider.
3. Be able to explain:
 - Accommodations you've received in the past and how they have helped/not helped you.
 - How you learn best and any strategies you've developed to be successful as a student.

- What accommodations you are requesting and how they relate to your diagnosed disability.

3.3 Returning Students

Students who have been away from FCC for two or more primary consecutive (fall and spring) semesters must complete a new college admission application for the semester they are planning to attend.

DSP&S counselors may be able to authorize accommodations on the basis of any existing disability verification. However, if you have been absent from the DSP&S program for two semesters or longer, your DSP&S file information is out-of-date, or you qualified for services based on a temporary disability, you may be asked to provide updated disability verification.

If you have not accessed DSP&S services for more than 5 years, your file may have been purged and you must complete the entire DSP&S intake process, including resubmitting current disability documentation.

3.4 Continuing Students

You must meet with your DSP&S counselor at least once each semester in order to maintain your eligibility for services.

Accommodations must be requested and/or updated every semester. You may be asked to provide updated verification if you have a disability that changes over time, or if you qualified for services on the basis of a temporary disability. If you want to request a service that was not previously authorized you must meet with a DSP&S counselor for an interactive dialog to discuss your new request. Your DSP&S counselor may be able to authorize the accommodation on the basis of the current disability verification, or they may need to request additional verification from your provider.

4 STUDENT RIGHTS AND RESPONSIBILITIES

- Participation in DSP&S is voluntary. Not all students with disabilities require or want accommodations.
- Receiving DSP&S services does not prevent a student from participating in any other course, program or activity offered by the college (assuming that the students meet all other course/program prerequisites).
- All records maintained by DSP&S pertaining to students with disabilities are confidential and protected from disclosure pursuant to the [Family Education and Right to Privacy Act \(FERPA\)](#), and are subject to all other relevant SCCCD college statutes and regulations for handling of student records.
- Students assume responsibility for transportation, service animals, medications, and the provision of a Personal Care Attendant.

- Students assume personal responsibility for their education and accommodations.
- Students are expected to work collaboratively with DSP&S staff to ensure timely provision of services.
- Students receiving services through DSP&S will be assigned a counselor. If the student has a conflict/issue with their assigned counselor, the student may submit a Request for Change of Counselor form.
- Students must meet with a DSP&S counselor to complete an Academic Accommodation Plan (AAP). The student will meet with a DSP&S counselor at least annually to review and update the Academic Accommodation Plan.
- It is the student's responsibility to notify their DSP&S counselor immediately whenever changes occur that affect the student's needs for accommodations.
- Students will utilize DSP&S accommodations and services in a responsible manner and adhere to written service provisions adopted by DSP&S.
- Students must comply with the Student Code of Conduct adopted by the college. To see a complete copy of the [Student Code of Conduct](#) please see the Student Conduct Standards section in the FCC catalog.
- Students must demonstrate measurable progress toward the goals established in the student's Student Educational Plan (SEP) and meet academic standards established by the college. Please see the FCC catalog for details.
- Students with disabilities are responsible for notifying their DSP&S counselor immediately if reasonable accommodations are not implemented in an effective or timely manner.

5 STUDENT GRIEVANCE PROCESS

Students who reasonably believe a college decision or action has adversely affected his or her status, rights, or privileges may file a student grievance form and submit it to the Office of the Vice President of Student Services Office. Students are expected to first make a reasonable effort to resolve matters informally with either the person whom the student has the grievance and then that person's supervisor or college administrator, if necessary.

Students seeking to appeal the denial of DSP&S services should seek remedy through the Director of DSP&S. If, after consulting with the DSP&S Director, students are still not satisfied, they may appeal via the Student Grievance Process.

Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints may be directed to the Section 504/Title II compliance coordinator:

Vice President of Student Services
Fresno City College
1101 E. University Avenue, Fresno CA 93741
(559)442-4622, Ext. 8595

For complete details on the college Administrative Policies, please review the [Current College](#)

[Catalog](#) online. A copy of the current college catalog is also available for review in the DSP&S office, Vice President of Student Services office, or the Fresno City College Library.

6 DSP&S RESPONSIBILITIES

Disabled Student Programs & Services staff members help students obtain Accommodations and Services necessary to allow equal access to Fresno City College's programs and services. It is the responsibility of DSP&S to utilize resources so that all students can receive equitable services. DSP&S establishes policies and procedures for responding to, in a timely manner, requests involving accommodations. Any accommodations, services, and/or instruction must:

- Not duplicate services or instruction which are otherwise available to all students.
- Be directly related to the educational limitations of the verified disabilities of the students to be served.
- Be directly related to the students' participation in the educational process.
- Promote the maximum independence and integration of students with disabilities.
- 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.
- Support participation of students with disabilities in educational activities consistent with the mission of the community colleges set forth in [California Law, Education Code 66010.4](#)

6.1 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. Accommodation does not mean fundamental alteration.

6.2 Suspension of Services

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

- Lack of measurable progress, and/or,
- Abuse of Services

6.3 Measurable Progress

State law requires students to maintain satisfactory progress while enrolled at a community college. Even with accommodations, 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 accommodations 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 "Probation and Dismissal," included in the Academic Regulations section of the FCC college catalog.

6.4 Abuse 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 an accommodation and/or 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.

- Students will be notified in writing prior to suspension of services. The student will be asked to meet with their DSP&S counselor to discuss the area of concern.
- If the student fails to meet with the counselor, the services will be suspended seven instructional days from the date the letter was sent.
- A letter will be sent to the student notifying them that services have been suspended.
- Suspended services may be reinstated only with the authorization of a DSP&S counselor and only if there are extenuating circumstances which warrant reinstatement.
- Services may continue or be reinstated only if the student agrees to and signs a "Contract for Continuation of Services" that is developed in collaboration with the DSP&S Counselor and DSP&S Director.
- Students seeking to appeal the suspension of services should seek remedy through the Student Grievance Rights process; see current college catalog for details.
- Students seeking to appeal the suspension of services may seek remedy through the Student Grievance process; please see the "Administrative Policies" section in the current FCC catalog for additional information.

7 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. Once a student reaches the age of 18 or enters college, the rights previously held by the parents transfer exclusively to the student.

For reasons of confidentiality, DSP&S staff members may not discuss a student's disability status with either faculty or staff. Students are encouraged to speak with their instructor 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.

8 GENERAL INFORMATION

8.1 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.

Students are the primary person responsible to notify instructors of all absences. In extreme circumstances when a long-term absence which is disability related occurs and notification by the student is not possible, the DSP&S office will assist the student in notifying instructors.

8.2 Absence Notification for Accommodations and Services

Students receiving DSP&S services (i.e. interpreters, mobility, test proctoring, specialized counseling) are responsible to notify the DSP&S office of their absence prior to the time these services have been scheduled to be delivered. Failure to do so may result in the suspension of these DSP&S services.

8.3 Attendant Care

SCCCD does not provide Personal Attendant Care. Students should be able to take care of their personal needs and/or provide their own personal attendant and/or personal aids per SCCC policy (see current college catalog).

8.4 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.

8.5 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 SCCCCD 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).

8.6 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.

8.7 Duplication Services

DSP&S provides duplication services only if that accommodation is included as part of the student's Academic Accommodation Plan (AAP) plan. Current Copyright laws are enforced.

8.8 Financial Aid and Scholarships

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.

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 office at Fresno City College or go to the [Financial Aid](#) page on the Fresno City College website.

8.9 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.

8.10 Service Animals

According to the American with Disabilities Act (ADA), a “service animal” as a dog or miniature horse that has been individually trained to do work or perform tasks for the benefit of an individual with a disability. 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 see SCCCD Board Policy [AR3442, Animals on District Policy](#) and [AR 3440, Services Animals and Emotional Support/Comfort Animals on District Property](#).

8.11 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 the FCC campus map for exact locations.

9 DSP&S PROGRAMS

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.

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.

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.

Developmental Services Courses

A variety of Developmental Services Courses are offered each semester. At the time of publication, available certificates include: Adaptive Ornamental Horticulture Skills; High Tech Adaptive Program; School to Work, Clerical; School to Work, Workability. Please speak with a DSP&S counselor for current availability of courses and/or certificates.

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.

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.

Transition to College

The Transition to College (TTC) Program assists students with disabilities in preparing for their initial semester in a community college. This program 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.

10 ACCOMMODATIONS

PLEASE NOTE: Due to the COVID-19 pandemic and the move to remote delivery of services, the procedures to access accommodations may be subject to change. Stay up-to-date on any changes by checking your student email, monitoring the DSP&S webpage for updates, or contacting your DSP&S counselor.

An accommodation is a legally mandated support or services that gives a student with a disability an equal opportunity to benefit from the educational process. An accommodation is determined based upon the educational limitations directly related to the functional limitations of a student's disability. An accommodation:

- Promotes independence and maximum participation of the student.
- Relates directly to the student's educational plan and course of study.
- Relates directly to the student's functional limitations resulting from a verified disability.
- Cannot alter the academic standards for a student.

- Cannot alter the fundamental requirements of the course or educational program.
- Cannot alter the instructor's ability to measure the student's skills and aptitudes.

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

10.1 Accessible Parking

SCCCD Police Department governs the operation and parking of vehicles upon all District property. Those students wishing to parking in the campus handicapped parking stalls must meet the Disabled Person Parking Placard or License Plates requirements established by 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 also available at:

- DSP&S office
- SCCC Police Department

For additional information regarding the SCCC policy-governing operations of motor vehicles on college campuses, please contact SCCC Police Department, (559) 244-6140 or visit the [Police Department](#) webpage.

10.2 Adaptive Equipment & Assistive Technology

Educational access sometimes means that students need equipment such as an audio recorder or Smart Pen 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, library, writing center and computer labs. 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 request.
2. If approved, go 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.
4. Equipment (e.g., audio recorders) shall not be loaned to a student for any purpose or activity that is not school sponsored.
5. DSP&S does not supply batteries or cassette tapes; the student is responsible for supplying these.
6. 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.

10.3 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.

Requesting Alternative Format Services

Requesting alternative formats for your textbooks is a process that begins by requesting the alternative format you wish your books to be in for each class and ends by you downloading the material from AIM.

1. Once you are logged into AIM, click “Accommodations” in the top menu bar.
2. Select the alternative format type such as PDF, Word documents, or braille for each class you are requesting alternative format for and click the “Submit your Accommodation Requests” button.
3. Once you have submitted your request for alternative format the Alternative Format Specialist will begin converting your books.
4. In order for DSP&S to convert your books, you must submit a receipt or proof of purchase to the Alternate Format Specialist. To submit your receipt:
 - Log into Aim.
 - Click “List Accommodations” in the left sidebar menu.
 - In the top section, “Select Accommodations for Your Class” check the box for the class that you would like to request alternate media for and press “Step 2-Continue to Customize your Accommodations.”
 - On the “List Accommodations” page, check the “E-text” box and press “Submit Your Accommodation Requests.”
5. To upload your receipt:
 - Click the “Alternative Formats” on the left menu bar.
 - Near the bottom left is an “Upload Book Receipt” section.
 - Press “Choose File” to select which picture you will upload.
 - Select the class that is on the receipt (there may be more than one book on the receipt).
 - You may also take a picture of your book with your cell phone and upload it.
 - Click “Upload Receipt.”

After this process has been completed, the Alternate Format Specialist will complete your work order. You may need to meet with the Alternate Format Specialist for training on how to access your material and answer any additional questions.

If you have any questions or need technical assistance with downloading your textbooks please contact Michael.gerard@fresnocitycollege.edu

10.4 Counseling

During the COVID-19 campus closure, DSP&S is only conducting counseling appointments only by phone or via Zoom. o schedule an appointment, please see the [DSP&S](#) web page for current contact information, or call Google Voice at (559) 492-8161 or (559) 942-8420.

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:

- 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 accommodation.

10.5 Faculty Notification Letter (FNL)

The Faculty Notification Letter (FNL) is an online confidential document that students request via their AIM account. The FNL outlines a student's accommodations or adjustments that have been approved to support the student in a course. DSP&S students are responsible for requesting an FNL for each course for each semester:

- The FNL outlines eligibility while preserving privacy.
- The FNL creates a conduit for communication between student and faculty.
- Students should request their FNL as soon as possible after registering for classes.
- Accommodations don't begin until after faculty have received a copy of the FNL.
- An FNL is not retroactive. While students can apply for accommodations anytime during the semester, please keep in mind accommodations begin only after you have completed the DSP&S New Student Intake process AND faculty receive a copy of your FNL.

10.6 Initiating Faculty Notification Letter (FNL) via AIM

1. Once you have registered, your classes should be viewable in AIM within 24-48 hours. As soon as your classes are viewable, submit your FNL request(s) via AIM.
2. Once you are logged into AIM, click "Accommodations" in the top menu bar.
3. Once the "Select Accommodations for your Class" page pops up, go to the area labeled "Step One."
4. Select one or more classes for which you would like to request accommodations.

5. Click the button labeled “Step 2 Continue to Customize your Accommodations.”
6. If you do not see an accommodation that you requested, please contact your DSP&S counselor immediately.
7. Underneath each class in the area labeled “Select Accommodations” select the checkbox(s) for each approved accommodation that you would like to request for each class.
8. If you are eligible for Alternative Format textbooks you must check the format you wish to receive for each class. Checking this box will automatically generate a request to the Alternate Format Specialist to begin converting your textbooks.
9. If you are eligible for Deaf and Hard of Hearing services, you must select which service you would like for each class.
10. Once you have completed your request(s) click the “Submit Your Accommodation Request” button at the bottom of the page.
11. Once this process has been completed, a Faculty Notification Letter (FNL) including your requested accommodations will be generated.
12. Once your FNL has been reviewed by the DSP&S staff, a letter will be emailed to your instructor(s).
13. If you have any questions about requesting your accommodations through AIM or would like to discuss your accommodations, please contact your DSP&S counselor.

A step-by-step guide for requesting your FNL is also available in the Appendix section of this handbook, or go to [Accessible Information Management \(AIM\)](#) on the DSP&S webpage.

10.7 Discussing your FNL with your instructors

Each student and instructor combination is a new experience. While we are all committed to ensuring access, there are particulars that are specific to each course that must be considered, thus, we encourage open communication lines between students, faculty, and disability services.

- Refer to the course syllabus for instructor contact information and email your instructor to request a meeting to discuss your FNL request.
- If meeting in person is not possible, you can arrange other means such as phone or online session.
- It is important that both you and your instructor are comfortable with your accommodation request(s). By communicating directly with each instructor, you ensure any questions or concerns can be addressed early on.
- When you meet, introduce yourself. Here’s an easy introduction you might try:
“Hi, my name is (blank) and I’m in your (blank) class. I’m approved for accommodations through DSP&S and you should have received an email regarding the accommodations that I’ll need in your class.”
- Information about the nature of the disability you experience is confidential. You are not required to share disability specific information with your instructor. If you are asked about it, you can refer your instructor to your DSP&S counselor.

10.8 Interpreters

Interpreting services are approved by a DSP&S counselor as part of a student's Academic Accommodation Plan (AAP). Services are provided when they are considered to be reasonable, effective, and appropriate accommodations. Scheduling interpreters requires advance notice.

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.

- 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.
2. Your DSP&S counselor will approve interpreting services based off appropriate disability verification.
3. Email Tabitha Dubois, the Interpreter Coordinator, Tabitha.dubois@fresnocitycollege.edu to schedule an appointment to complete the intake process.

To request interpreters for classes:

1. Submit class schedule for each semester to Tabitha.dubois@fresnocitycollege.edu via email.
2. Class schedules should be submitted at least 4 weeks prior to the beginning of each semester.
3. Students are required to notify the Interpreter Coordinator of any changes to their class schedules or interpreting requests as soon as possible and within a reasonable amount of time prior to the start of each request.

To request interpreters for all other approved campus services and/or events:

1. Interpreter Service Requests (ISR) must be made by completing the [Sign Language Interpreter Service Request \(ISR\) form](#) located on the bottom right-hand side of the DSP&S webpage.
2. Submit [ISR form request](#) two weeks in advance of the scheduled appointment or event.

Absences

- If a student is absent for three consecutive class sessions and has not submitted prior notification to the Interpreter Coordinator, the interpreter will automatically be reassigned to another class or assignment.
- There will be a reevaluation to consider reinstating interpreting services which is handled on an individual basis with the student's counselor and/or Interpreter Coordinator.
- The first week of each class session, interpreters will wait 30 minutes to allow for students to arrive who may be running late due to unforeseen circumstances.
- On the second week and thereafter, if the student has not arrived after 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 contact the Interpreter Coordinator and to remain in class to avoid unexcused absences. If the Interpreter Coordinator already informed the student of the interpreter's absence no further action is required.

Concerns:

- If a student has a concern about an interpreter, the student is encouraged to meet with the assigned interpreter to resolve the issue.
- If the student does not feel comfortable meeting with the interpreter to resolve the issue, the student is encouraged to contact the Interpreter Coordinator for assistance.
- Requests for a change of interpreter should be directed to the Interpreter Coordinator.

Tips

- Students are highly encouraged to use the DSP&S priority registration period to allow reasonable time to establish accommodations.
- Late and/or last-minute Interpreting Service Requests (ISRs) will be expedited as quickly as possible as staffing allows.
- For some campus-wide events, DSP&S will make every allowable effort to assist in honoring the request, but the department sponsoring the event is required to pay for the interpreting services.

10.9 Learning Disability Assessment

During the COVID-19 campus closure, DSP&S is only conducting Learning Disability Assessment screening and/or assessment appointments by phone or via Zoom. To request an appointment to discuss LD testing, please see the [DSP&S](#) web page for current contact information, or call Google Voice at (559) 492-8161 or (559) 942-8420.

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.

Students are not eligible for DSP&S services until and unless they have been determined eligible for services by the Learning Disability Specialist, per Title V guidelines.

10.10 Mobility Assistance

Due to the COVID-19 campus closure, there is no on-campus Mobility Assistance available for Fall 2020 semester. Please check your email and the DSP&S webpage for updates. Following are the procedures to request Mobility Assistance once the campus resumes face-to-face classes.

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, please go to the DSP&S office to meet with a Mobility driver.
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.

10.11 Notetakers

Please note: Due to the COVID-19 campus closure, as well as the planned fall implementation of the Notetaking module in AIM, Notetaker procedures are subject to change. Please check your student email or contact your DSP&s counselor for updates.

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.

- Because most classes will be online for the Fall 2020 semester, a Notetaker may not be necessary; instructors may post their lecture notes on Canvas.
- Students approved for notetaking will be able to audio record online instruction.
- For live lectures, notetakers or other options may be available.
- Please contact your DSP&S counselor immediately if you are experiencing any difficulty with receiving notes.
- For more information or help with integrating existing notetaking software such as Sonoscent with online instruction, please contact the DSP&S Alternate Media specialist at Michael.gerard@fresnocitycollege.edu

10.12 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.

It is always advisable to plan ahead and schedule an appointment to update your Student Education Plan as early in the semester a possible; counselor appointment times fill up quickly.

Students must meet all other eligibility requirements for Fresno City College:

- No registration holds.
- No academic holds.
- Good financial standing and have no Business Office holds.
- Maintain satisfactory academic progress.

For additional information regarding registration requirements can be located in the Administration and Registration section of the [Fresno City catalog](#).

10.13 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. All requests for Reader Services are made through an interactive discussion with a DSP&S counselor.

10.14 Testing Accommodations

Due to the COVID-19 campus closure for the Fall 2020 semester, most testing accommodations will be provided by instructors online via Canvas. Please check the FCC website for updates regarding COVID-19.

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

Extended time exams:

- Instructors provide through Canvas.

Proctored Exams:

- Exams must be scheduled in advance.
- Exams will be proctored via Zoom.
- New using Zoom? <https://bit.ly/fcczoomhelp> To schedule a testing appointment, please contact:

Cindy DeSutter, (559) 403-0419, or
Maria Wiget (559) 666-1031, or email,
dspstesting@fresnocitycollege.edu

11 OTHER RESOURCES

Fresno City College offers multiple programs to help you succeed. Following are just a few:

- [Cooperative Agencies Resources for Education \(CARE\)](#) provides counseling and financial resources for single parents currently receiving cash aid/TANF. (559) 442-8231.
- [Extended Opportunities Programs and Services \(EOPS\)](#) offers personalized academic counseling and advising as well as financial assistance to qualified students. (559) 442-8231.
- [IDILE](#) is an academic and community mentoring program that focuses primarily on African American students. (559) 442-4600 ext. 8643.
- [NextUp](#) is an expanded EOPS program that provides various supports for current and foster youth. (559) 442-8231.
- [Puente Program](#) helps prepare students to transfer to four-year universities and to return to the community as leaders and mentors for future generations of students, (559) 442-4600 ext. 8365.
- [Resources for American Indian Needs \(RAIN\)](#) provides a support system for American Indian and Indigenous people of the Americas, but is open to all students. (559) 443-8564.
- [Strengthening Young Men by Academic Achievement \(SYMBAA\)](#) emphasizes the African American male experience and assists students in achieving success through a coordinated program of courses and student support. (559) 442-4600 ext. 8634.

- [Trio Student Support Services](#) serves first generation, low-income, and disabled students by providing academic support and guidance. (559) 442-8689.
- [University Transfer Scholars Program](#) is designed for first-time freshmen at FCC with the goal to transfer to Fresno State. (559) 442-8290.
- [United Southeast Asian Americans \(USEAA\)](#) assists students in the transfer process and to increase the number of Southeast Asian-American students transferring to four-year universities. (559) 443-8639.

Career and Employment Center

The [Career and Employment Center](#) provides a variety of resources to currently enrolled students and FCC alumni. Additionally, the CEC staff are available to assist counselors, faculty, staff and collaborate with community partners and businesses. For additional information, please call (559) 442.8294.

Transfer Information

During the COVID-19 campus closure, the Transfer Center is only conducting virtual counseling appointments through Zoom. To schedule an appointment online, please go to the [Transfer Center](#) web page on the FCC website, or call (559) 549.7396 for additional 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.

12 LAWS AND POLICIES

[Section 504, of the Rehabilitation Act of 1973](#)

Section 504 prohibits discrimination against individuals with disabilities in recruitment, admission and treatment after admission. It mandates all recipients of federal funding to make adjustments and accommodations in their programs and activities in order to provide qualified individuals with disabilities the opportunities equal to those enjoyed by individuals without disabilities.

[Section 508 Amendment to the Rehabilitation Act of 1973](#)

Section 508 requires federal agencies to make electronic and information technology accessible to individuals with disabilities. It provides students with disabilities access to electronic and information technology comparable to the access available to students without disabilities.

[Americans with Disabilities Act of 1990 \(ADA\)](#)

The ADA extends federal civil rights protection in several areas to people who are considered disabled. To be considered disabled under the ADA, a person must have a condition that impairs a

major life activity, or a history of such a condition, or be regarded as having such a condition. A disabled person must be qualified for the job, program, or activity to which she/he seeks access. That means the person must be able to perform the essential functions of the job or meet the essential eligibility requirements of the program or benefit. Reasonable accommodations provide students with adjustments that assure equal rights and privileges. Accommodations level the playing field and do not give a student with a disability an advantage over non-disabled students.

13 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 504 Plan 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 the current [Fresno City 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 college 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 FNL?

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. If you wish to request an accommodation that is not on the FNL, please schedule an appointment to speak with your DSP&S counselor.

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.

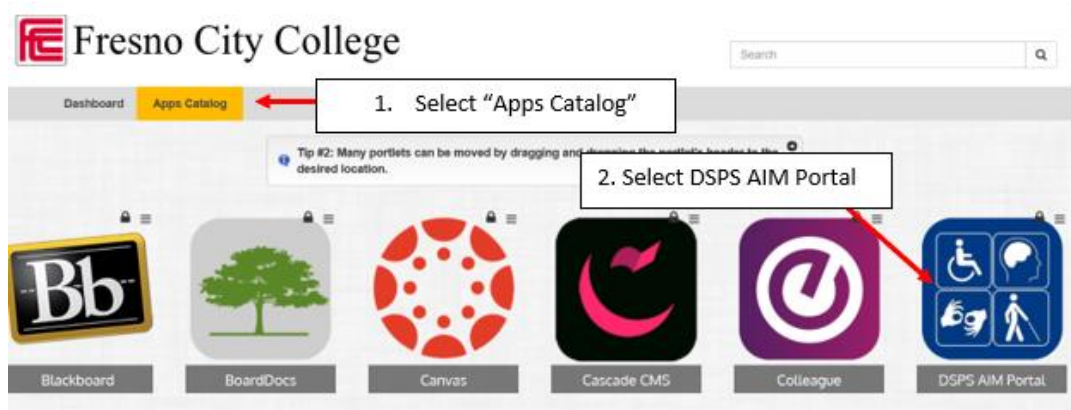
Q. Can a student receive a failing grade for a college class in which they are receiving accommodations?

Yes. Accommodations ensure “access,” not necessarily “success.”

AIM Guides

How to Apply for the DSPS Program

1. Submit and complete a [Fresno City College application](#)
2. As soon as your FCC application has cleared, sign in to your [MY Portal](#)
3. From the Dashboard in My Portal, go to the APPS catalog and access the DSPS AIM Portal



4. Complete the AIM Student Application as instructed. If you need a disability verification form to take to your doctor, access them here.

The screenshot shows the State Center Community College District Online Student Application form. The header includes the district logo and name. Below the header, there is a navigation bar with 'My Dashboard', 'Unified Blogs', 'Staff Access', and 'Website Control'. The main content area is titled 'ONLINE STUDENT APPLICATION' and includes a progress bar with '2 Easy Steps to Register', 'Step 1: Fill in Application', and 'Step 2: Submit Documentation'. A red arrow points to the 'Access verification forms here' link under the 'Medical Disability Verification' section. Another red arrow points to the 'Fill in application' link under the 'Personal Information' section.

STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Modesto Community College Center | Oakhurst Community College Center

My Dashboard | Unified Blogs | Staff Access | Website Control

Home > Online Student Application

Home
Online Services Home
Logout

Once you finish with your session, please do not forget to Log Out and Close Your Browser

2 Easy Steps to Register → Step 1: Fill in Application → Step 2: Submit Documentation

Access verification forms here

Fill in application

Medical Disability Verification
Mental Health Disability Verification

Personal Information

Start Term: 2020 - Spring
Note: Select when you would like to start your services.

Primary Campus: Select One

5. At the bottom of the application, type in your full name and then click “Submit Application.”

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 Information System. I understand that this information will be visible to State Center Community College District Personnel that have a legitimate education.

Full Name for Electronic Signature:

Type in your full first and last name.
You may include your middle name or initial


Click “Submit Application”

6. The next screen is where you can upload your disability verification documentation:

Home

Home >> Submitting Documentation

SUBMITTING DOCUMENTATION

 **APPLICATION SUBMITTED**

System has successfully processed your request and will be reviewed by the staff. If you have not received email confirmation regarding your application, please contact our office.

Please make sure you have all your intake forms.
Uploading Instructions: Please scan your document at **150 dpi** as the scanner resolution. The maximum allowable file size is **1 MB** per upload.

File Information

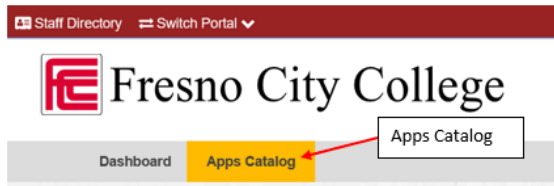
File Title*:

Select File:

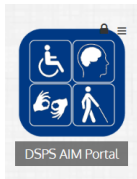
7. If you encounter issues while uploading your documentation to AIM, please feel free to email dsps@fresnocitycollege.edu and attach the .pdf version of any relevant documents you wish to upload online.
8. In approximately 1-2 business days, DSP&S staff will contact you regarding your application.
9. If you need assistance in completing the AIM application in person, please feel free to contact the DSP&S staff.

How to Request Your Faculty Notification Letter in AIM

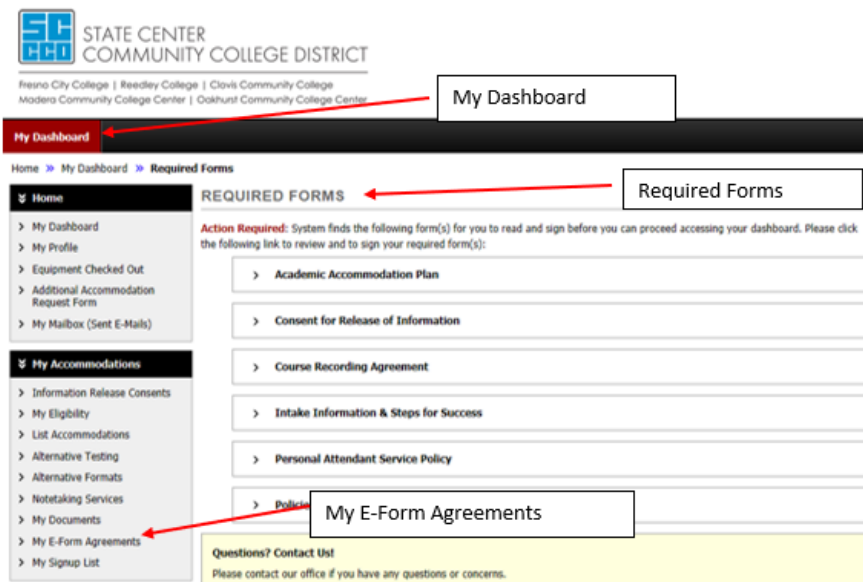
1. Using your single-sign-on credentials, login to [My Portal](#).
2. Select **Apps Catalog**



3. Select the icon **DSPS AIM Portal**



4. If this is your first-time logging into AIM, in **My Dashboard** you will see a list of **Required Forms** that you need to sign:
 - These forms have previously been discussed with a counselor during your initial intake with DSP&S.
 - As we are moving into an electronic process, you will need to review and sign each form electronically in AIM
 - You may not move forward in AIM until these forms have been signed.
 - You will have the opportunity to review these forms at any time after you have signed by going to **My Dashboard** and selecting **My E-Form Agreements** under **My Accommodations** in the left side panel.



5. Select any one of the listed forms to review and sign the Multiple Agreements:
 - **At the bottom of each form**, you will be required to electronically sign.
 - Select **Submit Form** once you have typed in your name for electronic signature as listed.

The screenshot shows a form titled "Your Consent". At the top, a box says "Type your name here (this is your electronic signature)". Below this is a "Signature *" field with a red arrow pointing to it from the box above. A note below the field says "Note: Please sign exactly as [redacted]". At the bottom of the form, there is a yellow box containing the text: "By submitting this form, I acknowledge I have read, or have had read to me, and understand the information, terms, and conditions specified above: [Submit Form]". To the right of this box is another box that says "You must click 'submit' each time you sign a form".

6. In **My Dashboard**, on the left panel, under "My Accommodations," select "List Accommodations."

The screenshot shows the left panel of a dashboard. Under the "My Accommodations" section, there is a list of links: "Information Release Consents", "My Eligibility", "List Accommodations", "Alternative Testing", "Alternative Formats", "Notetaking Services", "My Documents", "My E-Form Agreements", and "My Signup List". A red arrow points from a box labeled "List Accommodations" to the "List Accommodations" link in the menu. At the bottom of the panel, there is a green phone icon and the text: "Any questions or concerns? Use the following contact information:".

7. From "Select Accommodations for Your Classes," review the **Important Note**, and proceed to "**Step1: Select Class(es)**"
8. Select the corresponding checkbox for each of the courses that you are requesting accommodations for at this time.
9. Click on "Step 2 – **Continue to Customize Your Accommodations**".

The screenshot shows a page titled "Select Accommodations for Your Class". At the top, there is a yellow box with an "Important Note" section. A red arrow points from a box labeled "Important Note: Review" to the "Important Note" section. The "Important Note" section contains four numbered points. Below the yellow box, there is a section titled "Step 1: Select Class(es)". A red arrow points from a box labeled "Select one or more classes" to this section. Below "Step 1", there is a list of courses with checkboxes:

- ☐ Spring 2020 - COUN 282.58331 - LIFE MONEY SKILLS (CRN: 307058)
- ☐ Spring 2020 - CRJH 1.54993 - INTRO TO CRJH (CRN: 307746)
- ☐ Spring 2020 - CRJH 24.54997 - CONTRL & SUPRVSN (CRN: 307751)
- ☐ Spring 2020 - CRJH 6.55004 - CRIMINAL LAW (CRN: 307758)

 A red arrow points from a box labeled "After you Select Classes, click here" to a button labeled "Step 2 - Continue to Customize Your Accommodations".

10. Review each of your individual courses and **“Select Accommodation(s) for [course]”**

- check the corresponding box next to the accommodations you are requesting
- please ensure that you review and select accommodations for each course.
- You can modify your accommodation request at any time during the semester; however, accommodations are not retroactive.
- If you have any questions, please contact your DSP&S Counselor.

Note: Approved accommodations were determined at your “Intake Meeting” when you first met with a Disabled Students Programs and Services counselor

OVERVIEW

Final Step: Select Accommodation(s) for Each Class

COUN 282.58331 - Life Money Skills (CRN: 307058)

Instructor(s): **Blanca Rivera**
Days and Time(s): **MW at 11:00 AM - 11:50 AM**
Date Range(s): **01/13/2020 - 03/13/2020**
Location(s): **POR 4 (Campus: RC)**

☐ Select the check box if you have entered a **WRONG CRN**. You will not be required to specify your accommodation for this class.

Select Accommodation(s) for COUN 282.58331

<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> Audio Recorder	<input type="checkbox"/> Developmental Services classes
<input type="checkbox"/> E-Text	<input type="checkbox"/> Notetaking Services	<input type="checkbox"/> Notetaking Technology

Check off the accommodations that you are requesting for this class

11. Once you have completed selecting your accommodations for each class:

- click on “Submit Your Accommodation Requests” to complete your request.
- DSP&S will email your Faculty Notification Letter to your instructors beginning the first day of the semester, and
- you will receive a copy of the email.

CRIM 6.55004 - Criminal Law (CRN: 307758)

Instructor(s): **Dennis Montejano**
Days and Time(s): **MWF at 09:00 AM - 09:50 AM**
Date Range(s): **01/13/2020 - 05/22/2020**
Location(s): **CCI 204 (Campus: RC)**

☐ Select the check box if you have entered a **WRONG CRN**. You will

Select Accommodation(s) for CRIM 6.55004

<input type="checkbox"/> Alternative Testing	<input type="checkbox"/> Audio Recorder	<input type="checkbox"/> Notetaking Technology
<input type="checkbox"/> E-Text	<input type="checkbox"/> Notetaking Services	

Submit Your Accommodation Requests **Back to Overview**

Once you have completed your accommodations request for a class, click “Submit Your Accommodation Requests”

12. We recommend that you follow up with each of your instructors to ensure they have received your accommodations following the first day of class.