

ACCOMMODATIONS & SERVICES GUIDE

Disability Support Services (DSS)

Fullerton College (FC) - Room 842

714-992-7099

<http://dss.fullcoll.edu>

The following is important information about receiving and using support services through DSS. Services and accommodations are authorized on an individual basis by DSS Learning Disabilities (LD) Specialists/Counselors and are based on your verified disability/disabilities and the accompanying educational limitations.

Please note that it is your responsibility to establish your status as an active DSS student each semester. To do so, bring a copy of your class schedule to DSS right after you register for classes. You must also fill out paperwork to update your DSS file once per year, between May 1 and June 30. Failure to do so may prevent you from receiving Priority Registration and other support services. It is your responsibility to request specific accommodations from DSS each semester. Accommodations are not put into place until you officially request them in a timely manner.

Please **also note** that with the new Student Success Act, every student needs to complete a FC orientation, take the placement exams, and have a Student Educational Program Plan (SEPP) completed by a counselor. It is advised to see an academic counselor each semester to update the SEPP.

REGISTRATION ASSISTANCE/ACADEMIC COUNSELING

DSS LD Specialists/Counselors are available for specialized disability-related academic counseling appointments. During registration periods, recommendations can be made to help you plan a reasonable schedule to increase the likelihood of success in your enrolled classes. LD Specialists/Counselors are also available by appointment to help you with disability-related issues and concerns you may have during the semester.

PRIORITY REGISTRATION

DSS students may be eligible for Priority Registration. This means you can register on the first day of registration. Students are expected to use this (and all) accommodations responsibly. Ask your DSS LD Specialist/Counselor about the appropriate use of Priority Registration.

INSTRUCTOR LETTERS

It is your responsibility to come to the DSS office soon after you have registered for classes to pick up your Instructor Letter. No appointment is needed, but you will need to have your printed class schedule on file. This letter should be shown to your instructors at the beginning of the semester (preferably during an office hour) to let them know that you are a student registered with DSS and that you may or will be using accommodations in class. We advise students to communicate with their instructors about individual needs.

AUDIO RECORDING

As a method of notetaking assistance, you may be authorized to use an audio recorder to record your classes. All you need to do in order to utilize your audio recording accommodation is to show your instructor the Instructor Letter that you request from DSS staff. Students find that purchasing a digital recorder is the most useful strategy for recording classes.

NOTE-TAKING ASSISTANCE

If approved, a volunteer peer note-taker may be utilized but you must attend each class session to receive this accommodation. A peer note-taker is a student in your class who takes their notes on NCR (carbon copy) paper which produces a copy of the notes for you to pick up after class. The instructor of the class finds the peer note-taker with DSS guidance. In order to receive notetaking assistance, you will need to go to the first day of class to determine if notes are required, provided by the instructor, or if a peer note-taker will be needed. If you have determined that a peer note-taker is needed, then you can come to DSS to make the request **after** the first class meeting. DSS can also assist you with utilizing new technologies to help you with note-taking. Ask a DSS staff member.

CLASS TEST ACCOMMODATIONS

Class test accommodations can include:

- Extended time.
- Distraction reduced setting.
- Other accommodations such as alternate format, adaptive computers, assistive technology, calculators, spellcheckers or a private room.

It is recommended and ideal if instructors provide the prescribed class test accommodations. If this is not possible, then instructors and students may use the DSS Test Proctoring Center for their accommodations according to the established policies and procedures that you can find in the Contract for Students Utilizing Testing Accommodations. This document describes the specific instructions on how to use your class test accommodations. Some basic reminders:

1. Pick up a Test Taking Facilitation Form (a.k.a. "Goldenrod Form") from DSS and take it to your instructor no less than one week before the scheduled class test.
2. Schedule a test appointment at least 48 hours (2 school days) in advance of the scheduled class test in person or by email only. ***Final exams must be scheduled two (2) weeks prior to test date.*** dsstestingcenter@fullcoll.edu
3. All arrangements for class tests using alternate formats, adaptive computers, and private testing rooms must also be made at least one week in advance.
4. If the student uses Priority Registration responsibly, then they will be able to take their tests at the same time as their classmates. All students are required to take their test on the same day and at the same time as their class. Only under extenuating circumstances should the student take his/her test at an alternate time. This must be approved by the DSS Director.
5. Requests for online test accommodations should be made immediately after registering for classes. Forms are available in the DSS office and on our website. A current copy of the student's class schedule needs to be on file **before** the request will be processed.

ADAPTIVE COMPUTER LAB (ACL) CLASSES

DSS students are eligible to take these support services classes. Students who enroll in the ACL receive academic and computer assistance which is arranged on an individualized basis.

The ACL also offers many excellent workshops and trainings to help you achieve success. Learning Strategies (**COUN 075**) and/or Adaptive Computer Access (**COUN 071**) can be taken for **0.5 to 2.0** units and the hours are arranged around the student's schedule and preference. To register for an ACL class, check the current class schedule under Counseling and Guidance.

Lynette Pratt is the instructor of the ACL and the classes meet in Building 800, Room 804.

ACL Lab Hours:

Mon, Wed, Thu: 8 am – 5 pm

Tue: 8 am – 7 pm

Fri: 8 am – 12 pm

Variable Unit Load Options:

0.5 unit = 27 hours total (approximately 1.75 hours per week*)

1.0 unit = 36 hours total (approximately 2.25 hours per week*)

1.5 units = 63 hours total (approximately 4.00 hours per week*)

2.0 units = 90 hours total (approximately 5.75 hours per week*)

*Weekly hours are based on attending the class for 16 weeks during a semester.

ALTERNATE MEDIA/READING ACCOMMODATIONS

Alternate media/reading accommodations are used to provide an alternate format of your textbooks. This enables you to access your reading in an audio or electronic version. There are a few different formats that are commonly used.

- **Kurzweil** is an electronic audio/visual format for reading textbooks. It enables you to read your textbook on the computer using a specialized program. This program reads your textbook out loud while highlighting each word as it reads. It also has a number of study tools that help students to better understand what they are reading.
- **Learning Ally** (formerly RFB&D) is a supplier of audio formats for textbooks. Students may be required to purchase a personal account with Learning Ally.
- **Braille, e-text,** and other formats are available for students with vision impairments.

All alternate media/reading accommodation requests will be processed in the order they are received. These alternate formats take time to produce, so it is important to contact DSS staff **immediately AFTER you register for classes.** **Bring a copy of your class schedule to the Alternate Media desk.** You will be sent a list of your textbooks via email. DSS will start production but will not release the alternate formats to you until you show the textbook along with a valid receipt of purchase for the textbook.

REFERRALS FOR TUTORING/WRITING CENTER

Tutoring for all FC students is conducted in the Fullerton College Tutoring Center and Writing Center. If you feel that you have a need beyond what is available to you in the Fullerton College Tutoring Center or Writing Center, you should come to the DSS office to discuss alternative strategies. You must try the FC Tutoring Center/Writing Center first before making a special request through DSS.

PLEASE NOTE: FAILURE TO USE ANY DSS SUPPORT SERVICE OR ACCOMMODATION IN A RESPONSIBLE MANNER MAY RESULT IN SUSPENSION OF THE SERVICE OR ACCOMMODATION.