

## **ACCOMMODATIONS & SERVICES GUIDE**

### **Disability Support Services (DSS)**

**Fullerton College (FC) - Room 842**

**714-992-7099**

**<https://dss.fullcoll.edu>**

**[dsp@fullcoll.edu](mailto:dsp@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 Learning Disabilities (LD) Specialists/DSS 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/bill to DSS right after you register for classes.** You must also complete a new application for services to update your DSS file once per year, between April 1 and May 31. 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 in a timely manner.

### **REGISTRATION ASSISTANCE/ACADEMIC COUNSELING**

LD Specialists/DSS 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/DSS 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 are eligible for priority registration. This means you can register on the first day of registration. Students are expected to use this accommodation responsibly. Ask your LD Specialist/DSS Counselor about the appropriate use of priority registration.

To become eligible for priority registration, every student needs to complete a Fullerton College online orientation, provide transcripts for review, 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.

### **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/bill 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 note-taking assistance, you may be authorized to use a recording device to record your classes. To utilize this accommodation, show your instructor the *Instructor Letter* that you requested from DSS staff.

## NOTE-TAKING ASSISTANCE

If authorized, you may have access to a peer note-taker. A peer note-taker is a student in your class who volunteers to take notes on carbon copy paper. DSS will provide you or your instructor with this special note-taking paper. Confidentially, your instructor will ask another student in the class to volunteer to take notes on your behalf. You may discreetly pick up a copy of your notes after your class. You are expected to use these notes to supplement your own notes, and you must attend each class to get a copy of the notes.

## CLASS TEST ACCOMMODATIONS

Class test accommodations can include:

- Extended time
- Distraction reduced setting
- Other accommodations such as alternate format, adaptive computers, assistive technology, 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 according to the established policies and procedures listed in the *Contract for Students Utilizing Testing Accommodations*. Some basic reminders:

1. Pick up a *DSS Testing Facilitation Form* (a.k.a. "goldenrod form") from DSS and take it to your instructor at least 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 the test date. Failure to do so will result in a meeting with the DSS Director. (Exact deadline dates will be posted in the DSS office and on the DSS website.)***
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 pre-approved by the instructor and noted on the *DSS Testing Facilitation form*.
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/bill 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.

ACL Lab Hours:

Monday, Wednesday, Thursday: 8 am – 5 pm  
Tuesday: 8 am – 7 pm  
Friday: 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**

Students who cannot access standard print (including students who are visually impaired or have learning disabilities) may need their textbooks provided in alternate formats (e.g. audio, Braille, electronic text, etc.).

Some of the alternate formats (electronic text, Kurzweil, CaptiVoice, Learning Ally, etc.) require the use of specialized hardware or software in order to access the materials. Students must be trained in the use of this specialized software in order to use the alternate formats. Training can be obtained in the Fullerton College Adaptive Computer Lab (ACL).

Requesting course materials in alternate formats from DSS requires students to submit requests within one week of registering for classes. Requests will be honored in the order that they are received. Late requests will be honored provided that the student making the request understands that there may be a delay in receiving materials.

To request your material in alternate formats, follow these steps:

1. Register for classes using MyGateway.
2. Print a copy of your class schedule/bill and submit it to the DSS Alternate Media Specialist within one week of registering.
3. Complete the *Alternate Media Request Form* and submit it to the Alternate Media Specialist along with the original receipt(s) and a physical copy of the textbook(s) if cutting/scanning is required.

## **REFERRALS FOR TUTORING & WRITING CENTERS**

Tutoring for all Fullerton College 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 Tutoring Center or Writing Center, come to the DSS office to discuss alternative strategies. You must try the Tutoring Center and/or Writing Center services prior to 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.**