

CITY COLLEGE OF SA N FRANCISCO
Disabled Students Programs and

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, , ELIGIBILITY REQUIREMENTS

III. APPLICATION PROCESS

New Students

If you are new to CCSF and/or DSPS you should begin by scheduling an appointment with a DSPS counselor. To schedule an appointment please call:

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Ocean Avenue Campus DSPS Office	Rosenberg Library, Room 323 Tel. 415-452-5481
John Adams Center DSPS Office	1860 Hayes Street, Room 106 Tel. 415-561-1001
Mission Center DSPS Office	1125 Valencia Street, Room 111 Tel. 415-920-603
Chinatown Center DSPS Office	808 Kearny Street, Room 104G Tel. 415-774-4141

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SKRQH RU FRPH LQ SHUVRQ WR RQH RI RXU RIILFHV GXULG

First Appointment

You can help facilitate enrollment by bringing the things to your first appointment:

Current written verification of disability, medical report, Department of Rehabilitation Plan, Individual Educational Plan (IEP) and/or Learning Disability Assessment if you do not have documentation of your disability please bring the contact information for your provider.

Your student ID number. Your student ID is issued after you apply to City College of San Francisco.

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IV. CONFIDENTIALITY

The Right to Privacy Act ensures that all disability related contact with the DSPS office remains confidential unless students sign a written release. DSPS staff will not discuss anything pertaining to a student's disability with college instructors, staff or family members without the student's expressed written consent.

DSPS is allowed to disclose limited information under an "educational need to know clause" in the student's application for services. Under the "educational need to know clause" DSPS counselors may verify eligibility for specific services, such as testing accommodations.

V. '636 STUDENT RIGHTS & RESPONSIBILITIES

Student Rights

1.

The student will utilize DSPS services in a responsible manner and adhere to written service provision procedures adopted by DSPS.
Comply with the F X U & G Code of 6 W X C H Q M adopted by the

VI. DSPS RESPONSIBILITIES

DSPS staff members assist students to obtain academic accommodations necessary to allow equal access to programs and services offered by City College of San Francisco. We establish policies and procedures that adhere to the CCSF and DSPS mission. It is the responsibility of DSPS to utilize resources in a responsible manner so that all students can receive equitable services. DSPS also has the responsibility of establishing requirements for measurable progress and continuation of services. If a student does not adhere to established policies, they will be notified of the possibility of termination of DSPS services.

Termination of Services

Services for DSPS eligible students may be discontinued for either of two reasons:

1. Lack of Measurable Progress or
2. Abuse of Services

Measurable Progress

DSPS services are intended to assist students in achieving their academic and/or vocational goals. 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 support services to choose appropriate classes and a reasonable course load and to meet regularly with DSPS and/or other college counselors. A lack of measurable progress can result in the termination of DSPS services.

VII. COUNSELING

DSPS counselors offer students with disabilities specialized counseling and guidance to assist with coordinating accommodations, decision making and educational planning. Counseling is available by appointment, same day appointments and when time permits on a “drop in” basis. Appointments are strongly advised.

Counselors have regularly scheduled hours at many CCSF locations. You may call the DSPS counseling office to schedule an appointment or inquire about availability of DSPS counseling at the counseling office of the center you are attending.

Appointments are usually scheduled for thirty minutes. Please be on time. If you must cancel, please call as soon as possible so that the time slot can be made available for another student. Please be aware that we may not be able to reschedule your appointment as you would like. Delays can impact the timely authorization of services.

Quick questions can often be taken care of in a short same day appointment or on a “drop in” basis. Due to the short time allowed for these appointments there might not be enough time to address all of your concerns. Your counselor can assist you in scheduling a follow up appointment.

A limited number of evening hours are available. Please refer to the DSPS Home page for hours of operation.

Disability Management DSPS counselors coordinate necessary support services and recommend accommodations in the educational setting. Counselors also serve as a resource for

VIII. SERVICES AND ACCOMMODATIONS

Requesting Accommodations

It is important to remember that requesting, obtaining and implementing accommodations are a collaborative process. wisEd (for)

Students requesting accommodations should:

- Meet with a counselor to discuss the request for accommodation.
- After verifying disability and functional limitations the counselor

IX. EXAMPLES OF STUDENT NEEDS AND POSSIBLE ACCOMMODATIONS IN AN INSTRUCTIONAL SETTING

Limitations Based on Verified Disability	Possible Accommodation
Unable to take tests in traditional manner	<ul style="list-style-type: none"> • Extended Test Time • Reduced Distraction Environment • Use of Computer • Reader or Scribe • Alternate Format
Unable to climb stairs or successfully negotiate barriers	<ul style="list-style-type: none"> • Priority Registration • Scooters •

X. TYPES OF ACCOMMODATIONS

CLASSROOM R

explanation of each type of Alternate Media, please call our Alternate Media Specialist at 415-452-5333.

Alternate media services will be provided to students who have a verified disability whose disability related limitations prevent them from accessing material in traditional print format. Students must be enrolled in the course for which they are receiving alternate media. Students are asked to use priority registration and to contact the DSPS office at 415-452-5341 as soon as possible to avoid unnecessary delays in obtaining course materials.

TESTING ACCOMMODATIONS

Testing accommodations may be approved as a reasonable accommodation if a disability

XI. APPENDIX

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- x & & 6) & 6 Student Conduct V D P S O H
- x Classroom and Testing Accommodation Verification Form (sample)
- x Test Accommodation Request Form (sample)
- x

Note: All CCSF Students must comply with the current semester's CCSF Code of Student Conduct. The Code of Student Conduct shown below is only a sample code of student conduct effective as of the & 08/01/2011 revision to the CCSF Student Handbook.

CCSF Code of Student Conduct (as of 8/01/2011)

The following violations of College Policy subject students to disciplinary action and/or criminal prosecution:

1. Disruptive behavior, willful noncompliance, willful & persistent profanity or vulgarity, or the open and/or persistent defiance of the authority of, or persistent abuse of District personnel or officials acting in the performance of their duties, or violating the rights of other students.
2. Failure to comply with directions of District officials, faculty, staff or campus police officers who are acting in the performance of their duties, including failure to identify oneself when on District property or at a District-sponsored or supervised event, or upon the req

16. Violation of parking rules and regulations as well as traffic regulations on District property, including but not limited to speeding, driving in the wrong direction, or other reckless driving behavior.

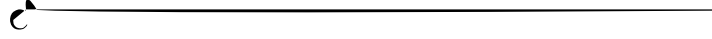
17. E5-2.6 (n)-0.8 (t)-10.9ngr oaniiaincVaro oior lanefeni(t)]Tw T* n(b)-7.1 (e)-7 (c)-0.5 (e)-7 ((a)-3.3 (r)-3.9y)trf

17. E5-2.6 (n)-0.8 (t)-10.9ngr oaniiaincVaro oior lanefeni(t)]Tw T* n(b)-7.1 (e)-7 (c)-0.5 (e)-7 ((a)-3.3 (r)-3.9y)trf

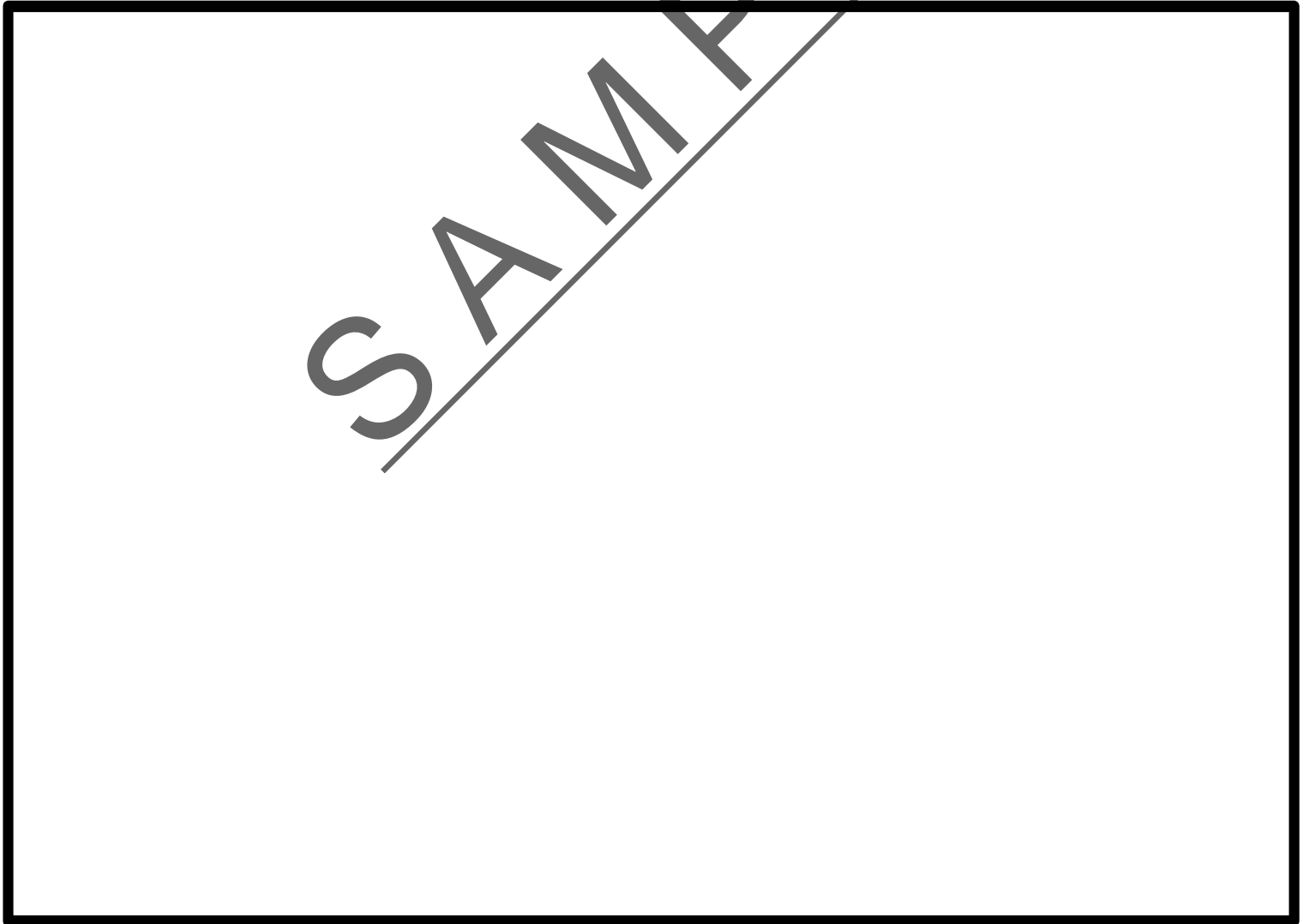


The following arrangements are required

SAMPLE



SAMPLE



SPRING

Disabled Students Programs & Services (DSPS)

CLASSROOM EXAMS (27%) MUST BE COMPLETED

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TO BE COMPLETED BY STUDENT:

Student ID _____ Student Name _____ CCSI _____
 Contact Phone _____ Email _____
 (s)/Time(s) class meets _____ Course _____ Instructor's Name _____ Day _____

My Accommodation Letter Authorizes:

Extended Time Extra Resting Time Written or Printed Responses
 1.5x Reading/Recorded Tapes Computer Software
 2x Scribe Other _____

I have read the test guidelines in the back and acknowledge my understanding of them. I have read the test guidelines in the back and acknowledge my understanding of them.

Date: _____ Student Signature: _____

TO BE COMPLETED BY INSTRUCTOR:

Signature of Classroom Scribe: _____ Classroom Exam Date/Time: _____

