DIABLO VALLEY COLLEGE
DISABILITY SUPPORT SERVICES
PARENT INFORMATION
# ACCOMMODATIONS VS. MODIFICATIONS

<table>
<thead>
<tr>
<th>High school (child)</th>
<th>College (Adult)</th>
</tr>
</thead>
<tbody>
<tr>
<td>- IDEA</td>
<td>ADA &amp; Section 504</td>
</tr>
<tr>
<td>- Student has IEP</td>
<td>Student must provide documentation</td>
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<tr>
<td></td>
<td>and request services</td>
</tr>
<tr>
<td>- Teachers/parents advocates</td>
<td>Student advocates</td>
</tr>
<tr>
<td>- Staff initiates accommodations</td>
<td>Student initiates accommodations</td>
</tr>
<tr>
<td>- Students attendance is required</td>
<td>Students have more choice and freedom and monitored</td>
</tr>
<tr>
<td>- Teachers don’t drop students</td>
<td>Professors have the option to drop students</td>
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<tr>
<td>- Curriculum can be modified</td>
<td>No modifications to curriculum</td>
</tr>
<tr>
<td>- Parent can access student records</td>
<td>Parent must have permission to access records</td>
</tr>
</tbody>
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Transition from 1:1 aides

Preparing for college level expectations (i.e. attendance, behavior, maturity, self-advocacy)

Start thinking about a potential major

- Community colleges will require that freshman choose a major at the time of application. This major can be changed, but will may drive the type of courses that a student takes, even at the general education level

If undecided:

- Interest Areas for Explorers
- San Ramon campus Bundles – packages of classes within interest areas
- Career / Life Planning class
PREPARING FOR COMMUNITY COLLEGE LEARNING TO SELF ADVOCATE

- Work with your student on learning about their disability, their challenges, their needs, and their strengths
  - This will help them in the process of learning what they should self-advocate for in college and beyond
- Have your student start to participate in their own IEP meetings
  - This is a great step in the process of passing on the advocacy responsibilities from you to your child…both exciting and scary
- Make sure student fills out their own application and participates in DVC application process (use their e-mail…, FERPA….)
PREPARING FOR COMMUNITY COLLEGE
SENIOR YEAR HS AND SUMMER BEFORE FRESHMAN YEAR

- Prepare for a potential change in accommodations or the way accommodations are administered
- Know the process for requesting or activating accommodations at your community college
- Visit the campus in the summer when it is not crowded and learn where classes, student services, tutoring center, etc. are on campus
- Bring IEP/senior year binder to first Disability Support Services counseling appointment
- Attend any Welcome Day, Orientation Day, etc. that is offered at the community college prior to the start of Fall semester
- Do not take summer courses the summer prior to beginning college
Unlike in high school, instructors at DVC will not be informed of student accommodations until the student has requested to use their approved accommodations in a specific course.

- All student information remains confidential within DSS unless the student has given permission to release information.
- Instructors are not made aware of students in their class registered with DSS.
- Students must request that their instructors be notified for each service each semester (e.g. request extended testing time in MA 142 Statistics for fall 2021).

Disclosing to instructors is an individual decision.

Disclosure can be done in email or in person, preferably during an instructor’s office hour.

If unsure whether to disclose or how to disclose your disability work with a DSS counselor during an appointment or a drop in.
COMMON ACCOMMODATIONS IN POST SECONDARY EDUCATION

Your student may be eligible for some or all of the below accommodations

- Testing accommodations
- Kurzweil text to speech
- Notetaking services
  - Smartpens
- Priority registration
- Academic counseling
Online testing accommodations generally includes additional testing time

How to access your testing accommodations for online courses and exams:

1. For online courses and exams, use the Testing Accommodations Request Form on the [DSS home page](#).

2. Submit the request at least two school days prior to the testing time.
Notetaking services includes two different options for students, a peer notetaker or a loaner SmartPen.

**Peer Notetaker**
A Peer Notetaker is another student enrolled in the class who will email a copy of their notes at the end of each day. Students may use this as their primary copy of notes or as a supplement to their own notes.

**SmartPen**
A SmartPen is a pen that has a recording device built into it. The SmartPen is used with a notebook made to use with the pen so students can easily find the portions of audio that are needed from the lecture’s recording.

**Digital Recorders**
If you are approved to record lectures in class you may also borrow a digital audio recorder from DSS.
Peer Notetaker

1. To place a request online, go to the DSS home page and click on the link for Notetaker Request form under Note Taking Services.

2. If you are experiencing issues with your notetaker or are having trouble locating a notetaker, please contact Jonathan Cattarin ASAP.
HOW TO ACCESS NOTETAKING ACCOMMODATIONS (SMARTPEN)

1. For online courses or when campus is closed, email Rose Desmond rdesmond@dvc.edu to check out a pen for the semester. You will receive a video tutorial on how to use the pen and notebook.

2. You will receive an overview of how to use the SmartPen along with the notebook.

3. If you do not return the SmartPen to the DSS office at the end of the semester a hold will be placed on your account.
How to access Alternate Media/Kurzweil accommodation

1. To place requests online, go to the alternate media section of the DSS home page and click on the Alternate Media Contract.

2. Rose will create a Kurzweil account for you, complete your books, and upload them to your account.

3. Once you account is created, you will receive an email with a link to install the software on your personal computer (Note: if you borrow a computer for campus you can request them to install Kurzweil on it)

4. Rose will provide a brief training on Kurzweil when she creates your account, if you would like a more in depth training you may contact our Assistive Technology Specialist, Carrie Million to schedule a Kurzweil training
Carrie Million, Assistive Technology Specialist

- Provides training on assistive technologies such as Kurzweil and Dragon Naturally Speaking
DSS counselors provide a range of services including:

- Academic counseling and planning
- Accommodation planning
- Support in academic issues
- Referrals to campus services
- Assistance with communication among individuals and departments on campus
Students registered with DSS receive priority registration as an accommodation. This means that the student’s registration date will be in the first two days of the registration period before it begins to open up to the general college population.

It is very important that a student pay attention to their registration dates as registering on a priority registration date is the only way to receive priority registration.

It is imperative that students meet the outreach process deadlines set by DSS, otherwise incoming students will not be able to utilize their priority registration accommodation for first semester registration.
Drop In
Drop ins are for quick questions, no more than 15 minutes in length. Drop ins should be utilized for accommodations issues, quick questions/check ins, and immediate needs.

30-45min Appointments
Counseling appointments should be utilized for comprehensive education planning, discussing classes, and disability/accommodation plans.

Please note that individual counseling appointments are not available to high school students.
Currently, incoming freshman with an IEP or 504 plan should NOT take Couns 095, they should follow the process outlined on the Getting Started checklist.
Disability Support Services at DVC conducts outreach to graduating high school seniors with IEPs or 504 plans. This process is intended to provide students with their accommodations, including priority registration, prior to the start of their first semester at DVC. This requires that student’s meet the deadlines outlined below.

If any of these deadlines are not met students must participate in the general application process and contact Disability Support Services to start the accommodations approval process after they are enrolled in Fall courses.

**Deadlines**

- **March 26th** – Deadline for documents to be sent to DSS
- **Week of April 5th** – Academic Accommodation Plans and DSS applications sent to students for signature
- **April 19th** – Deadline for signed Academic Accommodation Plan and DSS application to be sent back to DSS
- **April 26th** – Deadline to register for Fall 2021 Registration Workshop held on April 27th (workshop invitation will be sent to every student who returns a signed Academic Accommodation Plan) **No late workshop registrations will be accepted**
- **April 30th** – Drop in day for incoming freshman to discuss Fall 2021 course schedule with a counselor. Information on this drop in day will be provided at the registration workshop

Please note that ALL communications will be sent to student’s DVC Insite email address
“GETTING STARTED” CHECKLIST

This step-by-step checklist will be your guide from applying to DVC through registration in Fall 2021 courses. This process also includes registering with Disability Support Services and receiving your Academic Accommodation Plan.

If you do not have a copy of this checklist you can find it at www.dvc.edu/student-services/disability-support-services/information-for-parents.html There is a link to the checklist under the deadlines on the above webpage.
APPLY TO DVC

- Complete an application for admission online at www.dvc.edu/apply
- Create an Open CCC account
- This is a 2 part applications. After creating your Open CCC account you must apply for Summer 2021 as a high school graduate/first time in college
- You can find a How To video on completing the DVC application at the Disability Support Services Graduating High School Seniors webpage
If you have never applied to a California Community College before then you will need to create an Open CCC account. If you have applied to a California Community College and cannot remember your Open CCC log in information you can click on help and call the phone number provided for assistance.
On the Education page in the application choose the option First Time in College After Leaving High School
The high school transcript information will have no effect on admission or placement. The information entered in the application is for research purposes only.
Within 24 hours after submitting your application you will receive an email with the title “CCCApply Application Verification.” Click on the button within the email to verify.

If you do not receive the Application Verification email contact Contra Costa Community College IT Helpdesk at helpdesk@4cd.edu or 925-229-6888. Be sure to check your spam folders as well.
You will then receive a 2nd email within 3 hours with the subject line “Important Information Regarding Your Student Account.” This email contains your DVC student ID number and your log in username. Once you have this information you can move on to the next steps on the checklist.
You will use your DVC username to log onto Insite. The first time you log on you will use your 6 digit birthdate (MMDDYY) as your password. You will then be prompted to create your Insite password. You can find the link to Insite at the top of www.dvc.edu.
Please note that ALL communications will be sent to student’s DVC Insite email address
After logging into Insite you can access the Online Orientation on the Orientation tile.
COMPLETE MATH AND ENGLISH PLACEMENT

At the link: https://www.dvc.edu/enrollment/assessment/ you will answer the following questions using information from your high school transcript:

**English**
1. What status did you receive on the EAP/CAASP English Test?
   • You will have the option to choose Didn’t take the EAP or Don’t know
2. Select the English class you took your Junior year (11th grade) and the grade you earned in the second semester
3. Unweighted GPA from high school transcript

**Math**
1. What status did you receive on the EAP/CAASP Math Test?
   • You will have the option to choose Didn’t take the EAP or Don’t know
2. Select the highest level high school Math class you completed (with at least two semesters) and the grade you earned second semester
   • If you took Algebra II/Trig choose Trigonometry from the from down options
3. Unweighted GPA from high school transcript
Once you have completed the placement process you will receive your results immediately.

All students are placed into college level English and Math. It may be recommended or required that you take a support course with your English or Math class.

Placement results and support courses will be discussed further in the DSS Registration Workshop held in April.
All students enrolling in Disability Support Services must provide documentation of disability in order to receive services.

Student may use their IEP or 504 plan from high school as documentation of disability:

- Exceptions from this are students who are being served under the category Emotional Disturbance – additional documentation stating a diagnosis would be required.
- A diagnosis must be stated on 504 plans otherwise additional documentation is required.
- Psychoeducational reports are helpful as well.

**Important:**

This documentation must be sent to DSS at cawarren@dvc.edu by March 26th in order to be invited to the DSS Registration Workshop in April. If this documentation is not received by March 26th then you must take Couns 095 to continue with course enrollment and contact DSS when you are enrolled in Fall classes.
During the week of April 5\textsuperscript{th} students will receive a copy of their Academic Accommodation Plan from DocUsign. This will be sent to the student's DVC email address. This plan details a student's approved student accommodations, including priority registration. This plan must be signed in order to enroll in Disability Support Services and attend the Disability Support Services Registration Workshop in April. There will be an opportunity for students to discuss additional accommodations with a counselor over summer, if necessary.

The Academic Accommodation Plan needs to be signed by April 19, 2021 in order to receive an invitation to the DSS Registration Workshop on April 27\textsuperscript{th}.

If this the Academic Accommodation Plan is not signed by April 19\textsuperscript{th} then students must take Couns 095 to continue with course enrollment and contact DSS when enrolled in Fall classes.
Registration Workshop
Students who have completed the steps in the Getting Started checklist and have a signed Academic Accommodation Plan with DSS by April 26th will receive an invitation to the DSS Registration workshop held on April 27, 2021. The deadline to RSVP for this workshop is April 26, 2021 and the Zoom link will be sent to registered student’s DVC email addresses on April 27, 2021

Registration Assistance
Assistance with the registration process will be available on April 28th and 29th. The registration assistance zoom link and information will be provided to workshop attendees. This is assistance with the Insite registration process only. Individual academic counseling will not be available to incoming students until the drop in day on April 30th.

Important:
Students who do not attend this registration workshop will need to register for Couns 095 to receive academic advising for Fall 2021 courses
Drop In Days
April 28 & 29

Students can register immediately following the workshop on April 27th. DSS counselors will be available for 10-15 minute drop in meetings over Zoom on April 28th and 29th at 4:00pm. The Zoom link will only be provided to workshop attendees. The only topic that will be discussed at the drop-in days is fall classes. Students will have the opportunity to meet with a DSS counselor over the summer to discuss additional accommodations, if necessary. Comprehensive educational planning appointments will be available to incoming students in the Fall.
If students need any assistance logging into Insite, checking their DVC email, locating the online orientation or completing the the English/Math placement process they can send an email to DSSHighTechCenter@dvc.edu with the subject line: “Incoming 2021 Freshman” and high tech center staff person will respond to you with a zoom link that students can log on to for real time assistance.

If the deadlines in this process are not met the student must follow the process of taking Couns 095 and contact Disability Support Services after they are registered for Fall 2021 classes. These steps to registering for Couns 095 can be found at this link: https://www.dvc.edu/future/steps/high-school-senior.html

Students will have the opportunity to discuss additional accommodations with a DSS counselor over the summer.

Educational planning information will be provided by DSS Counselors at the registration workshop in April.

Students will have the opportunity to meet individually with a DSS counselor in the Fall to discuss long term education plans.
IMPORTANT TAKEAWAYS

ALL COMMUNICATIONS FROM DSS & DVC WILL BE SENT TO THE STUDENT’S DVC INSITE EMAIL ADDRESS

If the deadlines in this process are not met the student must follow the process of taking Couns 095 and contact Disability Support Services after they are registered for Fall 2021 classes. These steps to registering for Couns 095 can be found at this link: https://www.dvc.edu/future/steps/high-school-senior.html

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Consult the DSS Graduating High School Seniors webpage for further information: www.dvc.edu/student-services/disability-support-services/information-for-parents.html
Counselors can assist with a wide variety of counseling questions, but are unable to answer questions regarding topics that are outside of the scope of the DSS or Counseling departments.

Here are department links that you may find helpful:

- Admissions and Records [https://www.dvc.edu/enrollment/admissions-records/](https://www.dvc.edu/enrollment/admissions-records/)
- Transfer Center [https://www.dvc.edu/enrollment/transfer/](https://www.dvc.edu/enrollment/transfer/)
- Welcome Services [https://www.dvc.edu/enrollment/welcome/](https://www.dvc.edu/enrollment/welcome/)
- Bookstore [https://www.bookcenter.dvc.edu/default.asp](https://www.bookcenter.dvc.edu/default.asp)
- Academic Support Center (ASC) [https://www.dvc.edu/current/tutoring-services/academic-support-center.html](https://www.dvc.edu/current/tutoring-services/academic-support-center.html)
- DVC Website Search Box
HELPFUL DVC WEBSITE FEATURES

Search Box
Chat Feature
California Department of Rehabilitation is an employment and independent living resource for people with disabilities.

https://www.dor.ca.gov/