



City College of San Francisco

How to get Started at the Disabled Students Programs & Services (DSPS)

Spring 2021

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Mission Statement

The overall mission of the Disabled Students Programs and Services (DSPS) is to provide exemplary instruction, support services and access to students with disabilities.

DSPS will support students with disabilities in instructional^ related activities consistent with the mission and vision of City College of San Francisco (CCSF) and in compliance with federal and state laws.

With equal access as its hallmark, the faculty and staff of DSPS are committed to the following:

• Opportunity

To ensure equal educational opportunities and encourage retention of students with disabilities who have the potential to achieve academic, vocational and life skills goals consistent with the CCSF mission.

• Empowerment

To empower students with disabilities to achieve independence and integration leading to maximum participation in the college and community.

- **Awareness**

To provide information and support to CCSF employees and students in carrying out the institution's responsibilities to students with disabilities.

- **Community**

To serve both as a resource to the community and a linkage between students with disabilities and community agencies.

About DSPS

- Staff of approx. 30 (Front Desk, Testing Desk, Lab Aides, Student Workers)
- Hybrid Program- Counseling and Instructional (Credit & NC/Free Classes)
- 4 Full Time Counselors, 3 Part-time Counselors, Accom. Specialist, DSPS Coordinator, DSPS Dept. Chair
- 2 Learning Specialists, Alternate Media Staff, Deaf/HOH Staff
- Strategies Lab Class (CR & NCR), Accessible Computer Labs, Job Search, ABI/Stroke, Art/Drama and more....(Look under DSPS in class schedule)

Services are provided to students with wide range of disabilities:

- Acquired Brain Injury
- ADHD
- Autism Spectrum Disorders
- Blind and Low Vision
- Deaf and Hard of Hearing
- Intellectual Disability
- Learning Disability
- Mental Health
- Physical Disability
- Other Health Conditions and Disabilities
- Permanent and/or Temporary Disabilities

Remote Counseling due to Covid-19 Spring 2021/Mostly Likely Fall 2021

- Phone
- Zoom/Video
- Email
- Counselors fluent in Spanish, Russian, ASL
- Language Line Translators

DSPS Office Locations

- > Ocean Campus
50 Frida Kahlo Way
Rosenberg Library, Room 323
- > Mission Campus
1125 Valencia Street, Room 161
- > John Adams Campus
1860 Hayes Street, Room 106
- > Chinatown/NB
808 Kearny Street, Room 104G



Steps to Register with DSPS

www.ccsf.edu/dsps

- DSPS Application (fillable PDF)
- Student Disability Verification Form (fillable PDF)
- Submit IEP, Triennial, HS Transcript, Other DV...
- Meet with DSPS Counselor 415.452.5481 or
DSPSacom@ccsf.edu

When to see DSPS Counselor

- Beginning of semester or prior to start of semester to request CATAV
- Several weeks prior to registration: to select classes towards ed plan
 - **Fall: Beginning of November**
 - **Spring: End of March or Beginning April**
 - **Summer: End of March**
- During registration: for registration assistance
- After midterm grades: check in
- When struggling in classes
- Discuss disability educational related issues

Role of DSPS Counselor

- Assist students to determine Reasonable Academic Accommodations
- Support students with Disability Management and Advocacy
- Assist students with Educational Planning and Course Registration
- Provide referrals to Campus and Community Resources

What is an Accommodation?

- An adjustment that allows a student with a disability the opportunity for equal participation in college programs, services and activities
- Determined on an individual basis
- Supported by appropriate medical/learning disability documentation and self-report
- Doesn't compromise academic standards or fundamentally alter the class

Possible Accommodations for DSPS Students

- *Priority Registration*
- Extra-time on tests
- Reduced Distraction Testing Rooms
- Preferential Seating
- Enlarged Print
- Alternate Media: Books on CD/ MP3 or E-text
- Use of Digital Recorders/Smart Pen
- Not takers
- Hearing Devices
- Sign Language Interpreters/Captioner
- Scribe and/or Readers
- CCTV
- Lockers
- Use of Mobility Scooters

Priority Registration for **DSPS Students**

Students Must Maintain:

- Good academic standing (not on probation)
- Minimum 2.0 GPA/50% completion rate
- Under 100 units of CCSF coursework completed

Students New to CCSF:

- 3 Steps to Become a CCSF Student completed:
 1. Math and English Assessment (H.S. GPA)
 2. CCSF New Student Orientation (CCSF.EDU)
 3. Initial Education Plan (CCSF/DSPS Counselor)

DSPS Priority Registration for Fall 2021

Monday, May 24th, 2021

Learning Disability Assessment

3-Step Process

- Intake screening (approximately 1 hour)
- Assessment (approximately 6 hours)
- Follow-up meeting with LD Specialist and DSPS Counselor (approximately 2 hours)

DSPS Learning Support Strategies Lab

(DSPS O, DSPS M, DSPS X Classes)

Batmale Hall, Room 231

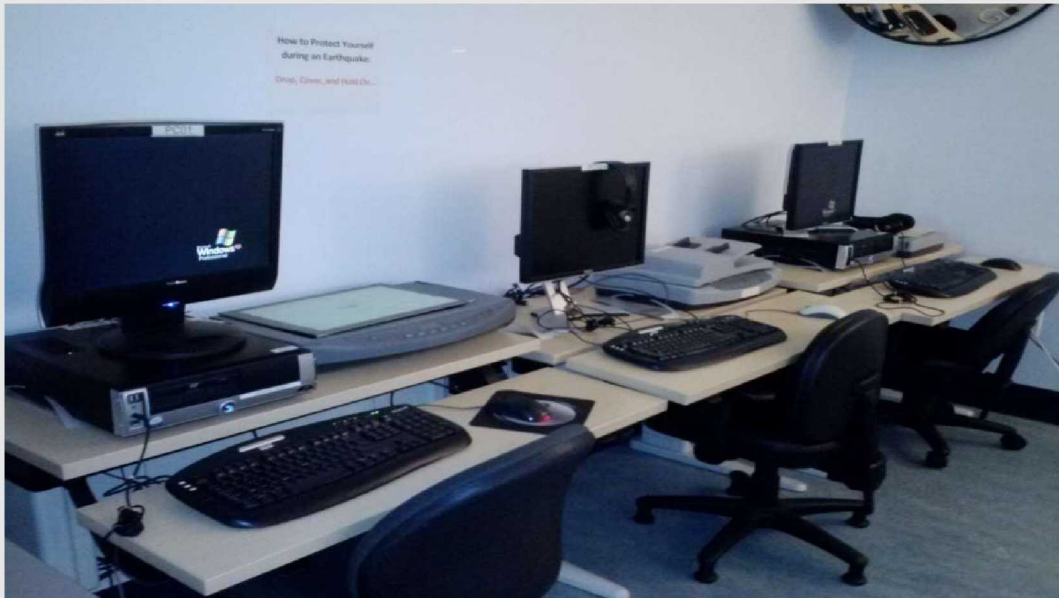


DSPS Strategies Lab Class Benefits

- Showing you how to do your homework
- Taking better classroom notes
- Avoiding discouragement
- Communicating your disability needs to your teachers
- Keeping up with class assignments
- Staying focused in your coursework goals
- Managing your time (homework, study time, recreation)
- Practicing learning tools (flashcards, study guides, etc.)

D P Accessible Computer Lab

Computer/Internet access, Assistive
Technology, Assistance with Canvas,
myCCSF Portal, Online Resources, Apps
Batmale Hall, Room 231



Free Noncredit Class!

Accessible Technology

Technology for Success:

- **DSPS offers a wide variety of Adaptive Technology/Software:**

- SKurzweil 3000 (text to speech)
- SDragon Naturally Speaking (speech to text)
- SJAWS (low-vision access)
- SLiveScribe Smart Pens (note-taking)
- SVideo Captions

- **Training is available for adaptive technology/software**

- **All instructional materials are accessible:**

- **DSPS Alternate Media program will convert instructional materials into an accessible format (PDF, Audiobooks, Enlarged Print, etc.)**



High School vs. College

What are some of the significant differences

DIFFERENCES FROM HIGH SCHOOL TO COLLEGE

Who is Responsible?

Who is responsible?

HIGH SCHOOL

- IDEA & FAPE (K-12 grades)
- Identification by school - Child Find Mandate - district responsibility
- Disability documentation by school (IEP, 540 Plan)
- Parental/Guardian involvement required

COLLEGE

- Section 504 & ADA
- Identification by student - student responsibility
- Student must provide disability documentation
- Parental/Guardian involvement only through student

DIFFERENCES FROM HIGH SCHOOL TO COLLEGE

Role of Parents/Students

HIGH SCHOOL

- Rights with limited responsibility
- Parent/guardian(s) may be primary advocate for student
- School is responsible to initiate services and implement accommodations

COLLEGE

- Rights with greater independence and responsibility
- Student is primary advocate for self
- Self-initiation of services and partnership in provision of accommodations

DIFFERENCES FROM HIGH SCHOOL TO COLLEGE

Academic Accommodations

HIGH SCHOOL

- When modifications are made, students with disabilities may not be expected to master same academic content as others in the classroom
- Guarantees success by modifying curriculum

COLLEGE

- Academic adjustments may include auxiliary aids or modifications as necessary to ensure equal educational opportunity, but not lower expectations or fundamentally alter course requirements
- Guarantees access-not success

Differences between High School and College

- ▶ Special Education ends after high school
- ▶ No more IEP Meetings
- ▶ Parents are less/not involved
- ▶ You can choose to register with the DSPS Dept. Not a requirement.

Some Major Differences

- ▶ College Education is not guaranteed nor a right like Grades K-12
- ▶ Students need to monitor their own progress and be responsible for asking for help and accommodations
- ▶ Course and grade modifications not allowed
- ▶ To stay in college depends upon your GPA and success in passing classes
- ▶ Possible to be dismissed from college

Transitioning to College

Recommendations for Success:

- > Develop and practice self-advocacy skills.
- > Learn about your disability and how it impacts you in school.
- > Be able to describe your disability, your strengths, and areas of challenge.
- > Consider what strategies you have already used to be successful in school.

Transitioning to College

Recommendations for Success (con't):

- > Connect with other campus offices such as Academic Counseling, Financial Aid, and your Major department.
- > Connect with the Learning Assistance Center (LAC) where tutors are available to work with you in small groups.
- > Get involved with Student Activities and Clubs where you have the ability to join a wide variety of student organizations based on your interests.

Questions about DSPS or CCSF?

www.ccsf.edu

DSPS Appointment Line-
415.452.5481

DSPS Email for Appointments-
DSPSacom@ccsf.edu