

# DSP

## Disability Services Program Student Handbook



Fairfield Campus, Room 407  
(707) 864-7136 • [solano.edu/dsp](http://solano.edu/dsp)

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# Disability Services Program (DSP)

DSP provides counseling and accommodation services to students with disabilities at Solano Community College (SCC). DSP is housed within the Student Services building, Room 407 on the Fairfield campus.

## Staff Directory

### **Candace Roe**

DSP Counselor/Coordinator  
candace.roe@solano.edu  
(707) 864-7000 x4430

### **Carolyn Moore**

DSP Specialist  
carolyn.moore@solano.edu  
(707) 864-7000 x4305

### **Judy Nash**

Student Services Assistant  
judy.nash@solano.edu  
(707) 864-7000 x4745

### **Sidne Parker**

Student Services Assistant II  
sidne.parker@solano.edu  
(707) 864-7000 x7249

### **Brad Starkey-Owens**

Alternate Media Specialist  
bradley.starkey-owens@solano.edu  
(707) 864-7261

### **Carol Zadnik**

Distance Education Coordinator  
carol.zadnik@solano.edu  
(707) 864-7133

For questions or general information regarding DSP or any of its resources or services you may contact the DSP Front Office at (707) 864-7136.

## DSP Mission

- Empower students with disabilities for success
- Provide services to minimize the limiting effects of a disability
- Advocate for the needs and rights of students with disabilities
- Create a “level playing field” in the classroom

## DSP Goals

- Focus on the ability of students
- Determine and provide individualized accommodations
- Foster equal treatment through all SCC Programs
- Promote awareness of disability rights and equal access

# Accommodations

DSP provides accommodations to qualified students to help remove barriers imposed by disabilities in the classroom. Students should be familiar with the process by which they may receive and utilize different kinds of accommodations:

1. The student requests DSP Services, identifies their needs, and provides documentation of disabilities.
  2. DSP Counselors meet with a student to verify disabilities and determine appropriate accommodations.
  3. The student receives appropriate training and necessary information to utilize their accommodation(s) effectively.
  4. The student may notify instructors of their accommodation(s) with an accommodations form, either via email or hard copy.
- Note:** students have a right to confidentiality and are not required to disclose accommodations or disabilities.

## Alternate Media Accommodations

Some students are assigned Alternate Media or Assistive Technology to aide in the classroom and/or on assignments outside of the classroom. Some of these accommodations include:

- **Alternate Textbooks** – Provides copy of textbooks in alternate formats, including audio, digital text, or Braille.
- **Speech-to-Text Dictation** – Allows students who struggle with typing on a keyboard to dictate text with their voice.
- **Screen Readers** – Allow blind or visually impaired students access to computers and mobile devices via audio.
- **Portable HD Camera** – Provides magnification of classroom materials from a distance using a laptop computer.
- **Remote Captioning** – Provides text captioning services to deaf or hearing-impaired students using a laptop computer.
- **Audio Note Takers** – Allow students to record lectures in class using digital recording devices or mobile applications.
- **Text enlargement** – Provides enlarged version of printed classroom materials to visually impaired students.

If you have questions or would like to request information regarding Alternate Media, please contact the Alternate Media Specialist.

## Note Taking Accommodations

Some students may be assigned note taking accommodations. These provide students with the ability to take and/or receive notes from class.

- **Hired Note Takers** – Provides students with a classmate or other hired note taker to provide students with in-class notes.
- **Smart Pens, Audio Note Apps** – Please view details under Alternate Media Accommodations.
- **Digital Recorders** – Provides students with digital recording devices to record and listen to audio from class lectures. Please view details in Alternate Media.

Full note taking policies and procedures are available on the DSP website at <http://solano.edu/dsp/students.php>, or in hard copy by contacting or visiting the DSP Office.

## Testing Accommodations

Some students are assigned testing accommodations. These provide students with equal access to classroom or online exams, without undue burden. These accommodations include:

- **Assistive Technology** – Allows the use of JAWS, Kurzweil, Dragon Naturally Speaking, or other Assistive Technology products during exams.
- **Breaks** – Allows breaks mid-test, not to be counted against test-taking time.
- **Distraction Reduced Setting** – Provides a quiet test taking environment in the DSP Office or Assessment Center.
- **Extended Time** – Provides additional time to what is allotted in class to complete exams.
- **Supplemental Resources** – Provides a calculator, Dictionary, alternative test format, or other supplemental resources during test.

Additional information on testing accommodations is available on the DSP webpage at <http://solano.edu/dsp>. For assistance please contact the DSP Office.

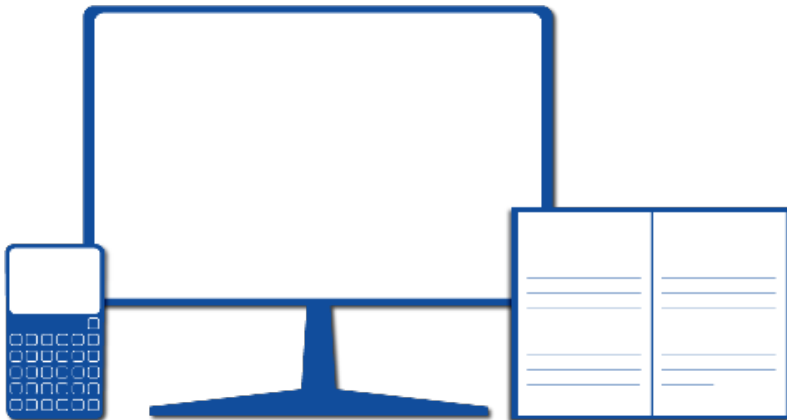
# Accommodations (continued)

## Other Accommodations

Some students may be deemed eligible for the following in-class or other accommodations:

- **Breaks** – Allows students breaks as needed to stand/stretch without penalty in class.
- **Meet with Instructor** – Provides that student must be allowed to meet at regular intervals with instructor to review lecture notes and assignments.
- **Preferential Seating** – Provides that student must have reserved seating in the front of class, near instructor, or wherever necessary to accommodate needs.
- **Priority Registration** – Provides early registration so that student may be sure to enroll in all necessary classes for course of study.
- **Supplemental Resources** - Provides a calculator, dictionary, spell check, or other supplemental resources during class.

For additional information on any of these accommodations please contact the DSP front office.



# Student Resources

The following is a sample of the many academic, regional, and national resources DSP provides access to, to assist students both in and out of the classroom. For additional resources and services please contact the DSP front office.

- **Americans with Disabilities Act**– Guarantees that people with disabilities have equal opportunities to participate in the mainstream of American life.  
<http://ada.gov>
- **Association on Higher Education and Disability**– Resources for Students and Parents for full participation of persons with disabilities in postsecondary education.  
<https://ahead.org/students-parents>
- **California Community College Disabled Students Program and Services**– Provides support services, specialized instruction, and educational accommodations to students with disabilities.  
<http://extranet.cccco.edu/divisions/student-services/dsps.aspx>
- **Canvas Orientation**– Helpful information for SCC students taking online classes or using Canvas.  
<https://solano.instructure.com/courses/1198940>
- **Disability Rights California**– Public services to advance dignity, equality, independence and freedom for all Californians with disabilities.  
<http://disabilityrightsca.org/>
- **United States Department of Education Office for Civil Rights**– Ensures equal access to education and promotes educational excellence in our nation's schools.  
<https://ed.gov/about/offices/list/ocr/index.html>
- **Solano County Older & Disabled Adult Services**– Promotes physical safety and emotional security for older and disabled adults and children in Solano County.  
<https://solanocounty.com/depts/hss/odas/>
- **Solano County Public Transportation**– Public transportation information and resources for Solano county residents.  
<http://soltransride.com/>



# Rights and Responsibilities

SCC enforces certain rights and responsibilities for all students, faculty members, and the college itself. The following are intended to protect all staff and students and provide an accessible experience for all.

## College Responsibilities

- Prohibit discrimination against individuals with disabilities.
- Reduce or eliminate physical, academic and attitudinal barriers.
- Maintain strict student confidentiality.
- Develop a shared responsibility and community for individuals with disabilities.
- Assist students in self-advocacy.
- Assist students in problem solving.
- Be sensitive to the individual personalities of students in communicating their needs or attempting to maintain dignity with a difficult issue.
- Provide reasonable accommodations. (DSP)
- Guide students to campus and community resources. (DSP)
- Serve as liaison with faculty when a medical emergency necessitates an extended absence. (DSP)

## Faculty Rights

- **Classroom Behavior** – All students must adhere to the College Code of Conduct. Infractions of this code should be directed to the Vice President of Student Services. If the student has been identified as a student with a disability, this information should be provided to the Vice President to facilitate collaboration with DSP.
- **Challenging Accommodations** – A faculty member has the right to challenge an accommodation request if they believe it is not appropriate for the class. If the accommodation would result in a fundamental alteration of the program, the institution is being asked to address a personal need, or the accommodation would impose an undue financial or administrative burden on the institution, the college may deny a request for a specific accommodation.
- **Taping Lectures** – It is the faculty member's right to request a written Classroom Accommodation Agreement before allowing the student to tape record the class.



## Faculty Responsibilities

- **Shared Responsibility** - As an employee of SCC, which has compliance obligations under federal laws, the faculty member shares the responsibility to provide reasonable accommodations for students with disabilities. The faculty member is a partner in helping to meet the needs of the qualified disabled student and participates in the development of accommodations for their students.
- **Confidentiality** - Students with disabilities are protected under Family Education Rights and Privacy Act (FERPA) and the civil rights laws. At no time should the faculty make any statements or implications that the student is any different from the general student population.

### **Examples:**

- Do not ask the student to come to the classroom and then leave with a test in-hand.
- Do not place the student in any obvious place to take an exam because you want to be close to them in case they have a question.
- Do not discuss the student's needs or accommodations other than in a private place.
- Do not make comparisons between students with disabilities and other students.
- **Syllabus Statement** - DSP recommends that each course syllabus contains an accommodation statement. For example: "If you have a disability and might need accommodations (support services) in this class, please contact Disability Services Program as soon as possible to ensure that you receive the accommodations in a timely manner. You may also discuss your need for accommodations with me."

# Rights and Responsibilities (continued)

## Student Rights (abridged)

According to the California Code of Regulations (Title V), the Rehabilitation Act of 1973 (Section 504), and The Americans With Disabilities Act of 1990 (ADA), students have certain rights:

- Not to be denied access due to a disability.
- Reasonable accommodations that provide equal opportunity.
- Access to auxiliary aids and/or assistive technology.
- Not to be counseled toward more restrictive career goals.
- Assistance from DSP in removing any physical, academic, or attitudinal barriers.
- Not to be discriminated against due to a disability or receive any retaliatory discrimination.
- Identify themselves to DSP if they wish to receive services through DSP.
- Participation in DSP shall be entirely voluntary.
- Students shall not be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity in a public entity. Students shall not be discrimination against in any way on the basis of disability.
- Receiving DSP support services/accommodations or DSP instruction shall not preclude students from participating in any other course, program or activity offered by the college.
- All records maintained by DSP personnel pertaining to students' disabilities shall be protected from disclosure and shall be subject to the Family Educational Rights And Privacy Act requirements for handling of student records.

For the full text of student rights please visit the DSP Webpage at <http://solano.edu/dsp>

## **Student Responsibilities**

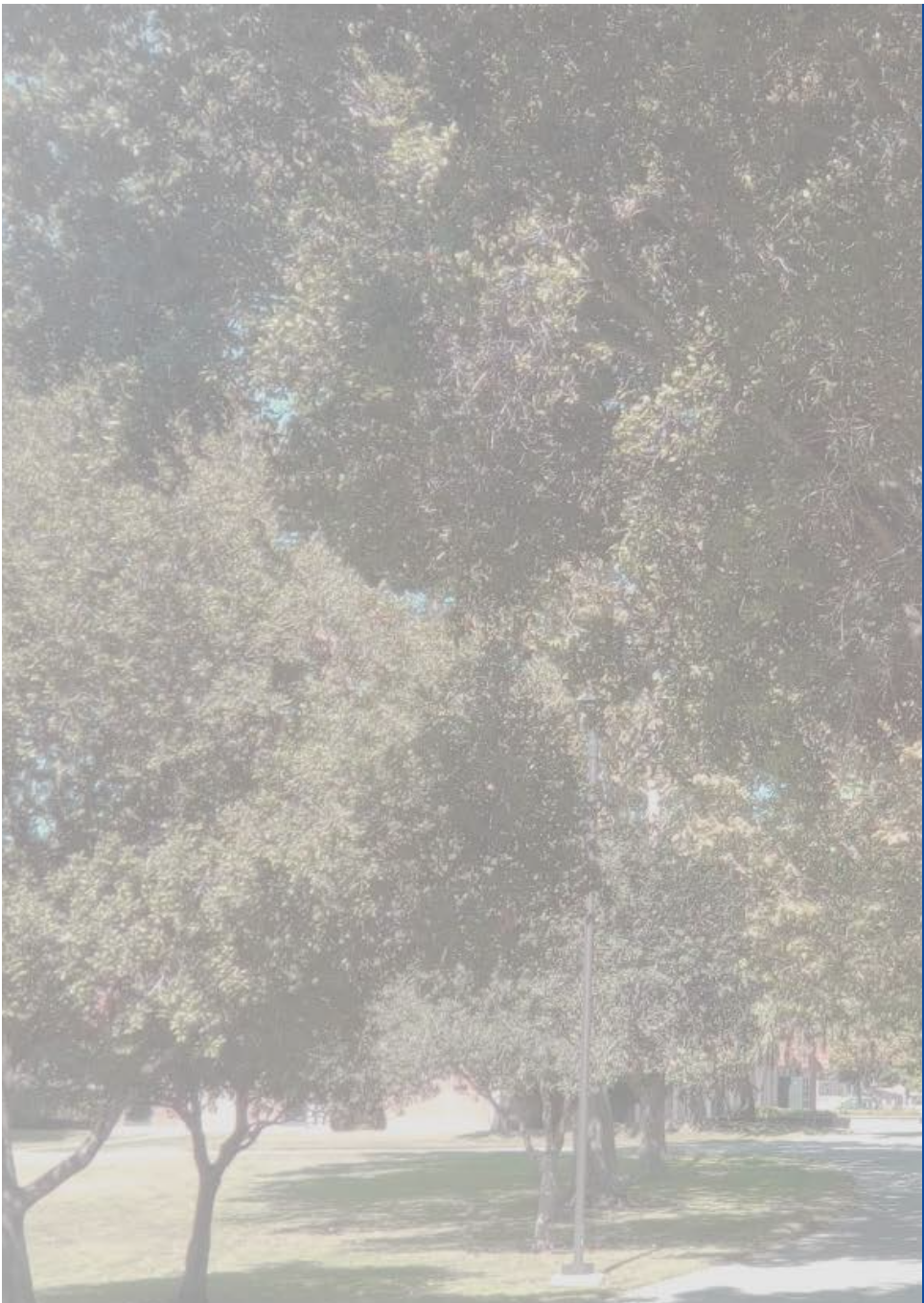
- Provide DSP with the necessary documentation of a disability.
- Voluntarily request services.
- Meet with a DSP specialist to complete a Student Educational Contract.
- Demonstrate measurable progress toward the goals in your Student Educational Contract.
- Notify DSP in advance of any absences from class or appointments if you are using readers, interpreters, tutors, and/or other assistants.
- Return any equipment on loan from DSP at the end of each semester.
- Maintain behavior appropriate in an educational setting.
- Provide for their personal independent living needs or other personal disability related needs.
- Adhere to DSP policies for accommodations.
- Adhere to the SCC Student Code of Conduct and Academic Honesty policy.

## **SCC Student Code of Conduct**

Students are held individually responsible to abide by the SCC Student Code of Conduct. Failure to read and comply with college regulations will not exempt students from whatever penalties they might incur. Students are expected to conduct themselves in an acceptable manner while on campus and when representing SCC in any off-campus activity. Specific rules and regulations and applicable penalties for violation of the Student Code of Conduct (Ed Code 66300) are available in the Office of the Vice President of Student Services at any time.

## **Academic Honesty**

The Student Code of Conduct published in the SCC catalog defines dishonesty as “. . . cheating, plagiarism, or knowingly furnishing false information to the college.” Such behavior shall constitute sufficient cause for the initiation of disciplinary action.



Produced by the SCC Alternate Media Program. If you would like to request accessible copies of this or other DSP resources please contact the Alternate Media Specialist at (707) 864-7261