Santa Monica College

Disabled Student Programs & Services
Welcome

On behalf of the students, faculty, staff and administration we would like to welcome you to Santa Monica College and to the Disabled Student Programs and Services (DSPS). DSPS is designed to ensure that students with disabilities have equal access to all programs and activities on campus. Our primary goal is to encourage and promote independence in students so they may achieve their full potential. We strive to provide the highest quality programs and services to our students with disabilities.

We encourage you to review this handbook to familiarize yourself with the programs and services that may be available to you. Our highly qualified and dedicated faculty and staff are available to meet with you and help you reach your full potential.

We look forward to supporting your academic endeavors at Santa Monica College.

Sincerely,

DSPS Faculty and Staff
Disabled Student Programs and Services (DSPS) offers services to support student’s academic endeavors at SMC.”
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Disabled Student Programs and Services (DSPS)
Santa Monica College
1900 Pico Boulevard
Student Services 101
Santa Monica, CA 90405

We are located on the north side of the main campus, near Pico Blvd and the Admissions Complex.

Voice: (310) 434-4265
Video Phone (VP): (424) 238-1642
Fax: (310) 434-4272
Website: www.smc.edu/disabledstudent

DSPS Office Hours
Monday – Thursday: 8:00 a.m. – 6:30 p.m.
Friday: 8:00 a.m. – 3:00 p.m.

Hours subject to change.
Please call in advance if you plan to visit late in the day.

Important Websites:
SMC: www.smc.edu
Disabled Students: www.smc.edu/disabledstudent
Counseling: www.smc.edu/counseling

Important Phone Numbers
Admissions and Records: (310) 434-4380
Bookstore: (310) 434-4650
EOPS: (310) 434-4298
Financial Aid Office: (310) 434-4343
Eligibility

**Who is eligible to receive services in DSPS?**

Any Santa Monica College student with a verifiable disability, who needs accommodations to mitigate their disability related educational limitations, should contact the DSPS office for eligibility and services.

**What is verification?**

Student must provide documentation of disability from a licensed or qualified professional. However, because each person's situation is unique, we recommend that any interested student meet with a DSPS counselor. The counselor will discuss with the student appropriate documentation during the initial meeting. Documentation requirements vary by situation. No student should delay meeting with us out of concern for not having appropriate paperwork.

**How do I request and receive services?**

To request services, an SMC student shall

- Complete a DSPS application (available at the DSPS office or online at [www.smc.edu/disabledstudent](http://www.smc.edu/disabledstudent)).
• Meet with a DSPS counselor to plan classes, discuss disability related needs and if appropriate, refer the student to a Learning Disability (LD) specialist, High Tech Training (HTTC) specialist and/or Acquired Brain Injury (ABI) faculty specialist.

• Provide verification of disability.

• Enroll in classes.

• Complete and sign the Educational Plan.

• Review and sign the Academic Accommodation Plan (AAP).

• Consult with instructor(s) to discuss appropriate accommodations, if necessary.

What is an accommodation?

Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADAAA) of 2008 are federal laws that prohibit discrimination on the basis of disability. This means that all educational institutions are required to ensure that all programs and activities are accessible to individuals with disabilities. Sometimes making programs and activities accessible requires accommodations.

An accommodation is a legally mandated modification or service that gives a student with a disability an equal opportunity to benefit from the educational process. It may be useful to think of accommodation as an adjustment to how things are normally done. An accommodation is determined based on the educational limitations directly related to the functional limitations of a disability. An accommodation cannot alter or lower the fundamental requirements of a course, an assignment, a degree, a certificate or a program.

The law requires that students be provided with effective accommodations which are agreed upon through an interactive process between the student and the agents of the college. Consideration is given to the student’s preferred choice of adjustment. However, the college reserves the right to reject a student’s choice in lieu of another adjustment provided it is an equally effective alternative.
General Policies

- Students must identify themselves as a student with a disability to their instructor and to the DSPS office in order to receive the appropriate accommodations or services. Students who do not wish to register with the DSPS office may contact the ADA/504 Compliance Office or designee. Instructors are strongly encouraged to refer their students to the DSPS office since they may not be qualified to evaluate the student’s disability related needs.

- Accommodations and services are individualized and determined on a case-by-case basis through an interactive process with the student and the DSPS certificated staff (counselor, LD Specialist, ABI Specialist and/or HTTC Specialist).

- Students are responsible for requesting services and accommodations every term in a timely manner. Most auxiliary aids and services should ideally be requested well before the term begins, preferably at time of enrollment to afford ample time for scheduling note-takers, scribes, readers, sign language interpreters/real time captioners, mobility trainer, and/or alternate media. This will best ensure timely service delivery.

- Late requests for accommodations may delay delivery of services.

- Students must officially be enrolled in classes before services or accommodations are provided.

- Students must notify DSPS in a timely manner of any changes of services needed in their classes and/or campus related activities.

- We cannot provide retroactive accommodations, or accommodations that are not requested in a timely manner; however, due diligence shall be provided in the evaluation of each individual request.

- The Family Education Rights and Privacy Act (FERPA) protects the privacy of student educational records and information. For further information, please see your DSPS counselor.
Students Rights and Responsibilities

Student Rights

• Participation in Disabled Student Programs and Services (DSPS) shall be entirely voluntary.
• Receiving support services or instruction authorized through DSPS shall not preclude a student from participating in any other course, program, or activity offered by the college.
• All records maintained by the DSPS office pertaining to students with disabilities shall remain confidential.
• Student has the right to appeal an accommodation with Steve Hunt, the ADA/504 Compliance Officer or designee at (310) 434-4689 or hunt_steve@smc.edu
**Student Responsibilities**

- Provide documentation of a verified disability
- Meet with a DSPS certificated staff or the ADA/504 Compliance Officer to request services and accommodations every term in a timely manner
- Update the Academic Accommodation Plan (AAP) as needed
- Utilize DSPS services in a responsible manner and adhere to the policies and procedures for continuation of services (i.e. sign language interpreting/captioning, note taking, test accommodations)
- Comply with the SMC Student Conduct Code and all other applicable laws and regulations related to student conduct, as detailed in the college catalogue
- Make measurable progress toward the goals established in my AAP Educational Plan or meet academic standards established by the college
- Notify the appropriate DSPS staff member of any changes in service plan. Changes may include but not limited to absence from class, change of time and meeting of class, or when class is cancelled
- When appropriate, student is responsible for contacting all instructors, in a timely manner, to discuss agreed-upon adjustments
- Immediately inform the DSPS certificated staff, if an agreed-upon accommodation is ineffective
Helpful Hints for New Students

How to prepare for your appointment with a DSPS counselor?

- Plan ahead! Have a list of questions ready when you see your counselor. Bring a copy of your medical verification of current disability and functional limitations.
- If you are going to be late, or if you need to cancel and reschedule, call the front desk at (310) 434-4265 and let us know right away.
- If you are more than 10 minutes late you may lose your appointment and will need to reschedule for another time.
- Make sure that you see a counselor/LD/ABI Specialist every semester for academic planning and accommodations. Accommodations are NOT automatically renewed. You must request services for each class, every semester.
- Be aware of current dates and deadlines. You can find them in the current print catalog or online class schedule at www.smc.edu/admissions/enrollment dates deadlines.htm

What to do before classes begin?

- Set realistic goals and priorities in planning your schedule
- Consider taking a reduced load of classes each semester
- Balance your course load with easier and more difficult classes each semester
- Give yourself extra time between classes to study and to allow for extended test time
- Be sure to remember to pay for your classes before the deadline to avoid being dropped from your classes
- Purchase your textbooks in advance, preferably before school begins (textbooks can be purchased online)
- Meet with a DSPS counselor, LD or ABI specialist to set up your accommodations
- Be sure to apply for financial aid
- Familiarize yourself with the campus, especially with the buildings where your classes will be held
Steps to Enroll at SMC

1. Apply
   a. Go to www.smc.edu/admissions
   b. Click on Apply
      (under “Steps to Enroll”, on right side of screen)
   c. Need help? Go to Welcome Center, next to cafeteria

2. Online Orientation
   Go to www.smc.edu/orient

3. Assessment
   a. Prepare for the Math/English placement tests. The more you prepare, the higher you may place and the less English and Math classes you might have to take.
      • Math: www.smc.edu/mathprep
      • Math: www.khanacademy.org
      • English: www.smc.edu/englishprep
      • ESL: www.smc.edu/eslprep
   b. Take Math/English Assessment located in Liberal Arts, Room 109
      • Bring your SMC ID number and a picture ID with you.
      • These are untimed tests with access to a basic calculator, but if you need specific accommodations, call DSPS at (310) 434-4265.

4. Complete MyEdPlan

5. Financial Aid/BOGG Waiver – SMC school code: 001286
   a. Go to www.fafsa.gov
      Applications are available on January 1.
   b. Complete FAFSA by March 2, even if parents haven't filed income tax returns
   c. Review Financial Aid Orientation at:
      www.smc.edu/EnrollmentDevelopment/FinAid/Pages/Financial-Aid-Orientat‌​ion.aspx
5. Meet with a DSPS Counselor
   a. Call (310) 434-4265 for an appointment. Online orientation and assessment testing should be completed prior to appointment.
   b. Bring medical information with a diagnosis or a high school IEP with test scores to verify your disability.
   c. Review required courses for transfer, degree or certificate requirements, appropriate unit load, class balance. Review/create “My Ed Plan”
   d. Discuss need for accommodations

6. Register
   a. To find out your registration date/time, go to www.smc.edu and click on “Corsair Connect” (located on top far left side)
      • First time on CORSAIR Connect? You will need to change your password. First put in your six digit birth date as your current password (MMDDYY). Then follow instructions to create a new password.
   b. To add classes
      • Click on enrollment
      • Select term (winter, spring, summer or fall)
      • Click on Add a class and enter 4 digit class section number
      • Or, click on Wait for a class to be added to the wait pool

7. Pay
   Be aware of deadlines. If you do not have a $0 balance by the deadline, you will be dropped from all of your classes.
   a. Click on “Fee assessment” to view/pay online or go to the Bursar’s Office to pay in person
   b. BOGG fee waiver covers enrollment fees. You are still responsible for student fees (ID, ASB and Health fees)

8. Buy textbooks
   Find textbook information or buy online, go to bookstore.smc.edu
9. Request Accommodations

a. It is your responsibility to request accommodations, in a timely manner each semester, with your DSPS counselor/LD Specialist/ABI Specialist.

b. As soon as you finalize your schedule, make an appointment with your DSPS counselor/LD Specialist/ABI Specialist.

HIGH SCHOOL STUDENTS: If you will still be in high school while attending SMC, you need information regarding your enrollment process. See “High School Concurrent” on Admissions webpage.
## Differences between K-12 and College

<table>
<thead>
<tr>
<th>K-12 IDEA ‘97</th>
<th>K-12 504 Plan</th>
<th>College 504 and ADA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Success more of a right</td>
<td>No guarantee</td>
<td>No guarantee. Student responsible for own success</td>
</tr>
<tr>
<td>District identifies disability</td>
<td>Parent provides documentation of disability</td>
<td>Student provides documentation of disability and need for accommodation</td>
</tr>
<tr>
<td>Free evaluation of disability</td>
<td>Parent’s responsibility</td>
<td>Student’s responsibility</td>
</tr>
<tr>
<td>District develops Individual Education Plan (IEP)</td>
<td>Parent/school develops plans</td>
<td>Student identifies accommodation needs</td>
</tr>
<tr>
<td>Entitled to services identified on IEP</td>
<td>Services determined by plan</td>
<td>College services not automatic; each college decides eligibility and services</td>
</tr>
<tr>
<td>District ensures that the IEP is implemented</td>
<td>District/parent/student responsible</td>
<td>Student responsible for own progress</td>
</tr>
<tr>
<td>Teacher advocate</td>
<td>Parent/student advocate</td>
<td>Student advocates for self</td>
</tr>
<tr>
<td>Fundamental alterations to program of study permitted as identified on IEP</td>
<td>Fundamental alterations of program of study permitted as identified on 504 plan</td>
<td>None allowed: Accommodation may not alter fundamental nature of course or impose an undue burden on an institution</td>
</tr>
<tr>
<td>Personal services: e.g., transportation, personal attendant, nurse</td>
<td>None provided</td>
<td>None provided</td>
</tr>
</tbody>
</table>
Examples of Services Provided by DSPS

- Academic counseling
- Personal counseling
- Assistive technology
- Learning Disability Assessment
- Acquire Brain Injury Assessment
- Deaf and Hard of Hearing Services such as sign language interpreters, assistive listening devices, real time captioning and CART.
- Special classes designed for students with disabilities. See “Counseling – Disabled Student Services” section of class schedule.
- Textbooks/classroom materials in an alternate format (e-text, Braille, audiotape, mp3, captioning of videos and DVD’s)
- Test accommodations
- Priority registration when appropriate
- In-class assistant (scribe, reader, note-taker)
- Equipment (alpha smart, audio recorder) when available
- Special furniture or equipment (table and chair)
- Changing a classroom that is not accessible such as any classroom on the 2nd floor of the Letters and Science or the Liberal Arts building (see the schedule of classes for classroom accessibility).
Examples of Services NOT Provided by DSPS

- Financial assistance
- Housing
- Transportation to/from campus
- Parking permits
- Food/drinks
- Medication
- Personal care attendants
- Devices or services for personal use

DSPS Counseling Services

**DSPS counselors provide the following services:**

- Academic counseling (eg, help select classes and/or major)
- Determine and authorize appropriate accommodations for all classes
- Assist with disability related issues between the student and the instructor or staff
- Personal counseling
- Teach DSPS counseling classes
- Serve as liaison with off campus community and agencies
- Conduct campus tours for high schools

Disabled Student Services Counseling Courses

Counseling 12H: Career Planning
Counseling 13H: Personal and Social Awareness
Counseling 15H: Job Search Techniques

**DSPS Counselor Contact Information**

Office: Student Services Complex 101
Voice: (310) 434-4265
Fax: (310) 434-4272
Deaf and Hard of Hearing (DHH) Services

Deaf and Hard of Hearing (DHH) services and accommodations ensure full access to SMC’s academic classes, events and co-curricular activities. Services and accommodations include:

- Sign Language Interpreters
- Real-Time Captionists
- Note takers
- Assisted Listening Devices
- Test accommodations
- Videophone (current students with access card)

How to request DHH support services?

- Enroll in SMC course(s)
- Complete DSPS application
- Provide documentation verifying your disability
- Meet with DSPS counselor to plan classes and sign the DHH Student Rights and Responsibilities for Interpreting/RTC Services

Students are responsible for requesting services and accommodations every term, well before the semester begins or as soon as you enroll in classes in order to best ensure and facilitate timely service delivery.

To obtain more information for DHH and to request services please visit SMC Deaf and Hard of Hearing website at www.smc.edu/disabledstudent/

DHH Contact Information

VP: (424) 238-1635
Voice: (310) 434-8452
Text: (310) 648-2713

Deaf and Hard of Hearing services are located in the Disabled Student Programs and Services Office, Student Services Complex 101
High Tech Training Center (HTTC)

Services at HTTC

• Teach courses in industry-standard applications integrated with assistive technology and ergonomics to students with disabilities enrolled in SMC academic courses.

• Partner with Academic Computing to support students with disabilities using campus labs.

• Evaluate technology needs and provide training in assistive technology and ergonomics to SMC students and employees with disabilities.

• Consult with faculty and staff on campus-wide access to electronic information technology and ergonomics including compliance with federal and state standards.

• Collaborate with Learning Disabilities faculty on integrating technology with our study skills workshops.

Courses Offered at High Tech Training Center

Counseling 21H: Adapted Computer Technology

Counseling 22H: Adapted Computer Technology, Internet Skills for Academic Success

Counseling 25H: Adapted Computer Technology, Technology Tools for Academic Success

Counseling 26: Technology Literacy for Academic Success

Schedules for Counseling 21H / 22H / 25H / 26 are arranged by instructors. Counseling 21H / 22H / 25H / 26 are available in the Fall and Spring semesters only.

Open Lab

Counseling 921 (Open lab) provides technology-related support for students with disabilities relevant to mainstream courses taken at Santa Monica College.

Assistive Technologies Instruction and E-Text ordering

By Appointment Only, call (310) 434-4267
How do I request services?

• Students must be registered with DSPS and enrolled in an academic class at SMC. Visually impaired students must have functional typing skills.

• To request HTTC services, referrals are primarily made by the faculty of the Learning Disabilities and the Acquired Brain Injury Programs and by DSPS counselors.

HTTC Contact Information

Office: Student Services Complex 103
Voice: (310) 434-4267
Alternate Media

In keeping with the policy that all persons shall have equal access to educational materials, programs, facilities, admissions, and activities, Santa Monica College makes every effort to provide material in alternate formats for students with disabilities.

What does the Alternate Media Specialist do?

The Alternate Media Specialist provides materials (e.g. handouts, exams, textbooks, videos, DVDs) provided for students with disabilities in their preferred format. (e.g. braille, electronic text, large print, captioning of videos or DVDs).

Examples of Alternate Media

- Electronic Text (E-Text) such as Microsoft Word, Adobe PDF files, or Kurzweil files which can be accessed on a computer with screen reading or screen magnification software. E-text can be easily stored, can be searched and indexed, and can be converted to large print or braille. E-texts are either created on campus by scanning the material or are acquired from the publishers, under the provisions of AB 422, which requires publishers to provide E-text to students with disabilities.

- Large Print documents for those with sufficient vision, large print is often desirable. Although they are somewhat bulky, materials in large print have the advantage of being relatively portable and requiring no special equipment while conveying all the graphic and spatial information contained in the original material.

- Braille is a system of reading and writing which is used by approximately 10 percent of blind and low vision individuals. Braille can be quickly referenced without any equipment and can include charts, tables, simple diagrams, and a reasonable approximation of the format of a printed document.
Santa Monica College is equipped to provide braille material for students through the use of braille translation software and a specialized braille printer. Requests should be made far in advance of need, because it takes a considerable amount of time to produce lengthy, complex documents such as textbooks in braille.

- Tactile Diagrams are printed on special heat-sensitive paper to produce raised lines and images accessible to people who are blind.

- Videos and DVD’s can be closed captioned. Santa Monica College is equipped to create captions in-house for videotapes and digital videos. The captioning process can take up to 6-8 weeks to complete.

To request Alternate Media, a student must be eligible for DSPS services and it must be approved by either a DSPS counselor, LD specialist or an ABI faculty member as a reasonable accommodation.
Acquired Brain Injury (ABI) Program

Santa Monica College has developed various educational approaches to serve students with acquired brain injuries. Our students’ success rates are such that we encourage anyone with an interest in educational growth to take part in our program.

The SMC Acquired Brain Injury (ABI) Program is designed for the adult who wants to pursue educational goals. SMC offers two types of educational opportunities for those with acquired brain injuries:

- “For Credit” coursework with support services to complete a degree or certificate at SMC or transfer to another accredited higher education institution. Enrollment in the “for credit” includes a block of core courses, namely, Problem Solving for ABI Students, Orientation to Higher Education, Physical Education, Independent Living Skills, Adapted Computer Training, Search Skills, as well as mainstream academic or vocational courses. Support services include assessment of educational limitations and recommended academic adjustments, educational planning, classroom accommodations such as note takers, modification of testing, audiotaping, assistive listening devices, alternate media, priority registration.

- ABI Connections Coun 910, a non-credit, adult education course to develop community living skills and personal development. The course emphasizes life skills; caregivers may participate in instructional activities when desirable. Class activities may include exploration of community resources, development of video media, and cognitive stimulation exercises.

Who enrolls in the Acquired Brain Injury Program?

This program is designed for the student who is at least 18 years of age or has a high school diploma. The student should have the potential to profit from educational programs:

- Have a verifiable medical documentation
- Demonstrate sufficient self-help skills to manage basic bodily functions or provide own attendant care
• Have sufficient language skills to benefit from the educational program
• Consistently refrain from behaviors which deny the personal rights or safety of others
• Be free of substance abuse
• Have potential to benefit from instruction in a group setting

How do I enroll?
Before a student can participate he/she must complete an assessment course Coun 921. Individuals must submit medical verification of an acquired brain injury before attending the assessment course.

Contact Stephanie Lewis, Program Specialist, at (310) 434-4442 or lewis_stephanie@smc.edu for enrollment information.
Learning Disabilities (LD) Program

What are Learning Disabilities?

Definition: Learning disabilities are learning differences which may interfere with the ability to understand, remember, and/or use information. The effects are quite individual, but it is generally accepted that these difficulties create a gap between a person’s true capacity and his or her day-to-day performance and productivity.

These learning differences may include difficulties with:
- Attention or concentration
- Memory
- Visual and/or Auditory processing
- Spatial orientation
- Language
- Reasoning
- Sequencing

These problems with learning are not a result of factors such as educational disadvantage, emotional/psychological disturbance, physical disabilities or limited ability. Students with learning disabilities experience frustrations with learning that make school difficult even though they have the aptitude to succeed.

Diagnosis and Eligibility for Services

Student must meet certain eligibility criteria in order to be considered eligible for accommodations and services.

- Intake Screening: Includes personal/educational history, goals, past difficulties, etc.
- Measured Achievement: Documents areas of strength in an academic discipline
- Ability Level: Documents average to above average intellectual ability
• **Processing Deficit**: Documents weaknesses in acquiring, integrating, storing, retrieving and/or expressing information.

• **Aptitude-Achievement discrepancy**: Identifies areas where the student’s achievement is significantly less than that of his peers with the same ability level.

**Learning Disabilities Support Services**

After the assessment process, an Individual Educational Plan is developed with recommendations for needed skills training and appropriate accommodations. Following is a list of accommodations and services that the student may be eligible for as indicated in his/her educational plan.

- Test Proctoring
- Priority Registration when appropriate
- Volunteer Note takers
- Alternate Media
- Study Strategies Classes
- Tutoring
- High Tech Training Center
- Academic Advisement (DSPS Counselor)

**Learning Disabilities Study Strategy Classes**

Counseling 51: Test taking/Memory Strategies
Counseling 52: Textbook/Memory Strategies
Counseling 54: Organizational Strategies
Counseling 56: Written Language Strategies
Counseling 57: Listening, Note taking and Memory
Counseling 58: Math Strategies
Counseling 59: Textbook Strategies Using Technology

**LD Contact Information**

Math Complex 75, Tel: 310 434-4684
Service Animals

Any dog might be trained to assist an individual with a specific disability related need.* Guide dogs used by those with vision loss are the most commonly recognized. No licensing or certifying entity exists to legitimize the use of a service dog. Rather, the need of the individual with a disability and the specific function the dog is trained to perform legitimize the use under federal and state laws.

www.ada.gov/service_animals_2010.htm

Individuals who have obvious disabilities, such as blindness or quadriplegia, raise few questions. Those with hidden disabilities, hidden needs, such as hearing loss, epilepsy, autism, who use dogs may create questions.

• It is reasonable to question the presence of a dog by asking, “Is this a service dog required because of a disability?”
• It is reasonable to ask for a description of the specific function the animal is trained to perform, “What work or tasks has the dog been trained to perform?”
• It is NOT OK to ask the person to tell you the nature of the disability, require medical documentation, require a specific identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

For further inquiry, contact the Center for Students with Disabilities at (310) 434-4265 voice or Campus Police (310) 434-4300.

If the dog is disruptive to the learning environment or college events, directly aggressive or threatening, or not under the control of the handler at all times, then access by the individual with the animal will be prohibited with assistance from College Police, if necessary. Such access restriction should be referred to the ADA/504 Compliance Officer or designee.

*Note: Dogs and miniature horses are the only animals specified as services animals under federal law.
Emergency Procedures

To report an emergency, dial (310) 434-4300 or 911 from a campus phone.

Emergency Checklist

• Call Campus Police (310-434-4300 or 911) from a College phone to report any emergencies.

• Persons with disabilities—go to stairway landings and wait for emergency rescue personnel. Stairwells are constructed with a higher fire rating than any other areas of a building. Emergency personnel responding to the building will be checking the stairway landings for persons with disabilities upon their arrival.

• Remain calm and walk—do not run.

• During an evacuation, do NOT use the elevator. Take the stairs.

• Do NOT use fire alarms for individual emergencies. Use fire alarms in the event of a fire or the evacuation of a building.

• In the event of a lockdown—Shelter in place, stay clear of windows and wait for updates via phone, text and email.

• Print out, and read, the emergency procedures booklet.

For more information go to: www.smc.edu/StudentServices/EmergencyPreparedness

To be prepared at home: Get a Kit, Make a Plan, Be informed.
SANTA MONICA COMMUNITY COLLEGE
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