DISABLED STUDENT SERVICES

The Disabled Student Services Program shall be administered by the Office of Instruction in accordance with the following guidelines:

Admission Requirements

1. Students entering the Disabled Student Services Program (DSS) are to have a physical disability verified by an appropriate professional and/or physician.
2. Students entering the Learning Disabilities Program must complete diagnostic tests qualifying the student for support services conducted by a certificated Learning Disabilities (LD) Specialist.
3. Students participating in special programs and services offered through the DSS Program are required to complete an intake interview with a DSS counselor and/or program specialist.
4. New incoming DSS students are required to take a designated counseling course taught by a member of the DSS counseling staff.
5. All medical, registration, and disability verification forms need to be completed prior to participation in classes or services provided by counseling staff.
6. Cabrillo College DSS staff shall not provide individual attendant care. Such care is the responsibility of the student and/or other non-college service agencies.
7. Students should possess the ability to comprehend questions, follow directions, and demonstrate the potential to profit from special programs.
8. Students are expected to follow the Student Code of Conduct established by the college and refrain from behaviors which offend or deny the personal rights or safety of others. Students should demonstrate annual measurable academic progress. Failure to do so may result in the termination of services.
9. Students are to assume personal responsibility for taking any medications.
10. When students are unable to attend a class, they should call the appropriate office to inform the instructor, and, if using on-campus transportation and/or campus assistance (tutorials, etc.), students are to notify these offices. Failure to do so may result in dismissal from class, and the termination of on-campus transportation.

Registration:
Priority registration will be provided for students who are documented as being disabled and enrolled in the DSS Program. This registration will follow basic guidelines established by the Admissions and Records Office, such as alphabet alignments, application guidelines, waiver, fee deferments, and fee payments.

Attendance:
1. Instructors shall drop students automatically who do not show up to class by the end of the second week of each semester. It is the student’s responsibility to call when they are unable to attend class.
   Attendance policies will be established by each individual specialist/instructor. Other attendance issues shall follow general college guidelines.
2. Upon evaluation, if it is determined that a class is not appropriate for a student, the instructor may recommend the student be sent to the Director of DSS, the Dean of Students, be dropped, or denied future enrollment in that class. This determination will be based on Title 5 Regulations regarding enrollment in Special Programs.

On-Campus Transportation
1. On-campus transportation services for disabled students will be provided on a first-come first-served basis. The Program Assistant for the DSS Program will arrange all on-campus transportation schedules, and make reasonable efforts to accommodate individual student needs.

2. Students must contact the Program Assistant at least 24 hours in advance when there are changes in transportation needs.

3. Transportation may be cancelled due to driver’s absence or technical difficulties with carts.

4. In order to arrange transportation for finals week, students will be required to turn in their schedules one (1) week in advance. Later requests may be denied.

5. In order to make on-campus transportation services as efficient as possible, it is important that each student adhere to the above listed policies and procedures. Failure to comply three (3) times shall result in the student being automatically dropped from the transportation schedule.

**On-campus Assistance (supportive services)**

1. Qualification for assistance will be determined based on individualized evaluation by DSS staff and Program Assistant.

2. Qualification for assistance for Learning Disabled Students will be determined by an LD Specialist.

3. On-campus assistance will not be provided to students who are not officially enrolled at Cabrillo College.

4. On-campus assistance will be limited to those students having the greatest need and on the availability of student or part-time staff and assistants.

**Specialized Services**

1. Reader Services: Reader services will be provided to visually impaired students by the State Department of Rehabilitation. Reader services are also available to appropriate Learning Disabled students.

2. Notetakers: Students will recruit their own notetakers from their classes. Notetakers will be paid a flat rate determined by the DSS office. Notetakers will use a copying machine provided in the DSS office to duplicate their notes. Students utilizing notetaking services must attend class.

3. Interpreters: Interpreters will be provided for the hearing impaired through the DSS office. Timely evaluations of student’s interpreting needs will be conducted by the coordinator of deaf services.

4. Equipment Loans:
   a. Equipment shall only be loaned to students who are officially enrolled in classes and/or by DSS staff approval.
   b. Wheelchairs shall not be loaned to students for any purpose or activity which is not school sponsored.
   c. Students shall forfeit their rights to future equipment loans if equipment is abused or equipment is not returned at the appropriate time and place.

5. Tutors: Qualified students shall apply for tutorial assistance through Tutorial Services. If formal arrangements cannot be made through Tutorials, supplemental arrangements may be made through the DSS Office. Students should be concurrently enrolled in DS 255.
6. Test Proctoring: This service shall be provided to qualified students, only if arrangements are made one week prior to the test with the Program Assistant. The student must secure permission from the instructor prior to using this service. Failure to comply with above procedures may result in the termination of service.

7. Transcription Services:
   a. Service must be required by class instructor.
   b. Student’s disability must preclude student from being able to utilize typewriter or computer assisted word processing.
   c. All work must be handwritten or computer generated; no editing will be done (includes spelling, commas, etc.); duplicating is the student’s responsibility; pages must be numbered; papers must have clear instructions regarding formatting.

8. Adapted Activity Services:
   a. After an evaluation of the student’s functional abilities, therapeutic aides will be provided for students enrolled in Adaptive Physical Education. When necessary the student-aide ratio may be 1 to 1, however, the ratio provided depends on the availability of aides.
   b. Aides must be enrolled in PE 11. Aides passing P.E. 11 with a grade of B or better may be paid for services.

Student’s Rights and Responsibilities:
1. Students with concerns regarding services should seek a remedy through the Office of Instruction. This process should be initiated through a counselor.
2. Students admitted to the DSS Program shall follow prescribed college procedures as outlined in the Student’s Rights and Responsibilities Policy.