Welcome to Los Angeles Southwest College

Congratulations! We’re happy you’ve decided to continue your education at Los Angeles Southwest College. Disabled Students Program and Services (DSP&S) would like to welcome you to our Program. It is our hope that our services will enhance your educational development and help you meet your academic goals. We hope this handbook will help you take full advantage of all the services offered here at LASC.

To begin, you should call (323) 241-5480 to make an appointment with the DSPS Counselor or LD Specialist. Please bring a verification of disability with you. You may obtain the verification form from our office or from our website at www.lasc.edu/dsps/.

Please visit www.lasc.edu/dsps/ for the most current and up to date information.
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ACCOMMODATIONS & SERVICES AGREEMENT (ASA)

Students participating in Disabled Students Programs and Services who are eligible for accommodations must complete an Accommodations & Services Agreement each semester requesting the accommodations which they wish to use.

Student responsibilities:
1. Document disability with DSPS.
2. Request accommodations appropriate to the disability-related limitations from DSPS.
3. Fill out an Accommodations & Services Agreement (ASA) with DSPS each semester. Accommodations & Services Agreements may be revised more than once a semester depending on the needs of the student and the documentation in the DSPS file.
4. Identify him/herself as soon as possible to the instructor from whom the accommodations are being requested. Present to that instructor a photocopy of the current ASA as authorization to receive accommodations.
5. Tell DSPS early in the semester if accommodations (such as note taking, or test taking accommodations) are NOT working so that corrective or additional action may be taken.
6. Exercise rights and responsibilities as a student with a disability; ask for what is needed to be successful at Los Angeles Southwest College.
7. Alterations of the ASA by a student are prohibited and a violation of the student code of conduct.
Some accommodations must be negotiated on an individual basis among DSPS, the student and the instructor.

A student who presents an ASA is authorized to receive those accommodations by Section 504 of the National Rehabilitation Act of 1973, which deals with the non-discrimination of students with disabilities in post-secondary education. All authorizations for accommodations have been validated based upon assessment and/or review of disability verification documents kept on file in the DSP&S office.

**ALTERNATE MEDIA**

Alternate media generally refers to text or other materials produced in a specialized format intended for use by persons with disabilities. Types of alternate media include, but are not limited to, Braille, large print, audio material, certain types of electronic files and video with closed and open captioning.

**Procedure for using this service:**
1. Meet with DSPS counselor/advisor to determine eligibility for alternate format accommodations.
2. Complete ASA and Alternate Media Form for each semester identifying books/materials and specific alternate media required.
3. Student purchases the textbook.
4. DSP&S staff identifies name of book, author, edition, publisher, and copyright date and ISBN #, contacts the agency and orders the book in the requested alternate format.
5. The student will sign an agreement to not share e-text or other alternate format materials with others and to adhere to all pertinent copyright laws.

HOT TIP: Students must request the service as early as possible prior to the start of the semester. In some cases the production of materials may take up to 8 weeks.

ASSESSMENT FOR LEARNING DISABILITIES

Assessment for learning disabilities eligibility is available to students experiencing ongoing academic difficulties. This service is available at no cost to students. The presence of a learning disability can prevent students from achieving their highest potential, often resulting in reading and/or writing difficulty, math difficulty, poor grades, etc. If a disability exists, the student will be eligible for DSPS services.

Procedure for using this service:

1. Schedule an appointment with the LD Specialist in DSPS. If appropriate, a referral will be made for LD assessment.
2. Arrange a second appointment with the LD Specialist to discuss your questionnaire and the possible presence of a learning disability.

3. Schedule your next two-three appointments with the LD Specialist to do cognitive and achievement testing. This testing will take approximately four to six hours.

4. Finally, you will have an exit interview with the LD Specialist. Your assessment results indicating your eligibility for services will be discussed with you, and if a learning disability is detected, techniques for dealing with it will be covered. You will be given a copy of your assessment results.


6. Services for students with a learning disability include, but are not limited to:

   * Note taking Assistance
   * Testing Accommodations
   * Alternate Media
   * Special Classes
   * Audio Recorded Lectures

👍 **HOT TIP:** Once you have been accepted for LD assessment, keep your appointments! If you miss one, reschedule it immediately.
DSP&S SPECIAL COURSES

Learning Skills 41 (LS 41) - Study Strategies for Students with Disabilities

Learning Skills 59 (LS 59) – Orientation to Disability Services

Personal Development 6 (PD 6) – Career Planning for Students with Disabilities

👍 HOT TIP: To maximize your learning potential, utilize a variety of campus resources – math and English labs, the Academic Success Center, faculty and peer tutor assistance, and study groups.

HIGH TECH CENTER (HTC)

Computers with special hardware/software that make them more accessible are available in the HTC located in the DSPS office, SSB room 117.
How the High Tech Center can benefit you

Screen Readers - The computer reads aloud what is on the computer screen, including students’ typed papers and their textbooks.  
Voice Recognition Software – The computer types as the student talks to the computer.  
Screen Magnifiers – The computer enlarges print and graphics on the screen to a size that the student can read.  
Closed Circuit TV Magnifiers – Devices that enlarge printed materials through the use of a TV camera and monitor.

DSPS TESTING ACCOMMODATIONS

Testing accommodations involve making adjustments to standard testing conditions so that students with disabilities have an equal opportunity to demonstrate their mastery of course material. Accommodations do not give students an advantage in a testing situation; rather, they compensate for educational limitations created by disabled conditions. The specific types of testing accommodations provided to students are determined on an individual basis. Requests for testing accommodations need to be made only once a semester for each class. Testing services are provided either in the classroom or in the DSP&S Office in SSB 117. In order to receive testing accommodations, it is your responsibility to follow the
DSPS testing accommodations procedure. Failure to do so may result in the loss of testing accommodation services.

Procedure for using this service:
1. Each semester meet with a DSPS Counselor or LD Specialist to complete an ASA.
2. Take a copy of ASA form to each instructor and discuss your needs with her/him.
3. When requesting extended time ONLY, please make arrangements of time and date with instructor.
4. When requesting extended time AND a distraction-reduced environment, call or visit DSPS to reserve a DSPS module. You must reserve a module at least three days in advance. Always remind your instructor that you’ll be taking the test in DSPS and ask instructor to deliver the test prior to your DSPS scheduled time.
5. One class session before each exam, remind your instructor of your testing accommodations.

👍

HOT TIP: Inform DSPS immediately if you have any problems related to your testing accommodations. Do not wait until the last minute to begin the above process!
NOTE TAKING ASSISTANCE

If your Counselor or LD Specialist determines that you require note taking assistance in your classes, DSPS will provide this service. The note taker is usually another student in your class who is willing to volunteer his/her services by providing you a copy of his/her lecture notes. DSPS copier and NCR paper are available.

Procedure for using this service:

1. Meet with DSPS Counselor or LD Specialist to complete the ASA.

2. Give a copy of the ASA to each instructor and ask him/her to make an announcement in class that a note taker is needed. Interested students should be directed to the DSPS office to complete paperwork.

3. If you prefer to name a specific student in your class to provide notes, please discuss it with that student and make arrangements with DSPS before your instructor makes an announcement to the class.

4. If the notes are inadequate or illegible, or if the note taker is frequently absent, please come into the DSPS office and staff will review the situation. If you have any difficulty securing a note taker, it is your responsibility to contact DSPS immediately.
5. **Note taking assistance is not a substitute for attending classes!** You must attend class in order to get notes! Note taking services does not replace your responsibility to take notes.

👍 HOT TIP: **Review your notes immediately after class and make additional notes in the margins. Sometimes the things you want to remember haven’t been emphasized by the note taker.**

**BOOKS ON CD**

Some students experience difficulty reading due to visual problems or learning disabilities. DSPS works with the Alternate Text Production Center (ATPC) and Learning Ally to provide textbooks on CD at no charge to the students. **Note: Students must purchase book first.**

**Procedure for using this service:**

1. Find out what textbooks you will be using in your classes.
2. Complete an Alternative Media request form. Write down the exact title, author, and edition (or copyright date) of the book needed.
3. The LD Specialist or Counselor will register you for Learning Ally at which time you will need to sign the membership agreement.
5. If books are not available through Learning Ally, DSPS will order through the ATPC, and will notify you when they arrive.
6. You must still purchase the book in order to use ATCP.

HOT TIP: *Do not wait until classes start to order your books. Sometimes there is a lengthy turnaround time to get your textbooks recorded (up to six weeks!) Order your books the same time you register for classes.*

SIGN LANGUAGE INTERPRETERS

Interpreters
An Interpreter will be provided through the DSPS office for students who are deaf or hard of hearing and who wish to use sign language as their primary and preferred mode of communication.

Procedure for using this service:
1. Complete an ASA with DSPS Counselor each semester.

2. DSPS will then recruit qualified Interpreters for the classes the student will be attending.

3. If you need an Interpreter for meetings with your instructor, please notify DSPS at least 5 days in advance to secure this service.
4. Requests for Interpreter services for courses need to be made three weeks in advance. Requests to change the original schedule need to be made two weeks in advance.

Real-Time Captioning
Some deaf or hearing impaired students prefer real-time captioning. A captionist types everything that is said in the class as it is being said. The words appear on a lap top computer for the student to read. A transcript can be provided after class.

Accessible Parking – There are accessible parking spaces throughout the campus. These designated parking spots require a state DMV Accessible Placard or Plates. *Students with accessible parking placards must still purchase a college parking permit.*

Procedure for requesting this accommodation:
Apply at any Department of Motor Vehicles for a placard or license plate.

**SPECIAL EQUIPMENT**

Special equipment may be available for you based on your individual needs and accommodations.
Procedure for using this service:

1. Complete an ASA and Equipment Loan Request form with DSPS Counselor each semester.

2. You will be required to return your checked-out equipment at the end of the semester. Failure to comply will result in a hold on your records and you will not be allowed to register for the following semester.

DSPS COUNSELING & STUDENT EDUCATIONAL PLANS

We encourage DSPS students to use the DSPS counseling services to apply for transfer, evaluate previous college’s transcripts, and to create educational plans.

Procedure for using this service:
1. Contact DSPS by visiting the office or calling (323) 241-5480 to schedule an appointment.
2. Tell the DSPS person the reason for your appointment.
3. Arrive on time to your scheduled appointment.

HOT TIP: Do not miss your appointment. The wait list for counseling services can be very long!
STUDENT CODE OF CONDUCT STANDARDS

A student enrolling in one of the Los Angeles Community Colleges may rightfully expect that the faculty and administrators will maintain an environment in which there is freedom to learn. This requires that there be appropriate conditions and opportunities in the classroom and on the campus. As members of the College Community, students should be encouraged to develop the capacity for critical judgment to engage in sustained and independent search for truth and to exercise their rights to free inquiry and free speech in a responsible, non-violent manner. Students shall respect and obey civil and criminal law, and shall be subject to legal penalties for violation of laws of the City, County, State, and Nation. Student conduct in all of the Los Angeles Community Colleges must conform to District and College rules and regulations.

For details of violations of such rules and regulations for which students are subject to disciplinary action, please refer to the LASC catalog. Catalogs are available for review around the campus and in the DSPS office and on the website at www.lasc.edu.
The Board of Governors of the California Community Colleges believes that your education is important and that the services and accommodations are to be taken seriously. Your rights and responsibilities are defined by them in law as well. Title V of the California Code of Regulations is quoted below.

6008. Student Rights

a. Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.

b. Receiving support services or instruction authorized under this Sub-chapter shall not preclude a student from also participating in any course, program or activity offered by the college.

c. All records maintained by DSPS personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Sub-chapter 2 of Chapter 5 of this Division.

56010. Student Responsibilities

a. Students receiving support services or instruction under this Sub-chapter shall:
   1. Comply with the Student Code of Conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
2. Be responsible in their use of DSPS services and adhere to written service provision policies adopted by DSPS; and

3. Make measurable progress toward the goals established in the Student’s Educational Contract or, when the student is enrolled in a regular college course, meet academic standards established by the college.

b. A district may adopt a written policy providing for the suspension or termination of DSPS services where a student fails to comply with Student Code of Conduct. Such policies shall provide for written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSPS.

Grievance Process:

Every effort will be made to resolve the matter through the informal process. The student should schedule a meeting with the person(s) involved in the dispute, as well as the person’s immediate supervisor, the corresponding Dean of Academic Affairs, and a DSPS professional.

In situations when an agreement cannot be reached informally, the student may file a written request for a formal hearing with the Compliance Officer/Dean of Student Services. An Academic Accommodations Review Committee will be selected to review the grievance. The panel will include two faculty
members, two administrative members, and the DSPS Coordinator or designee (non-voting). If the student is dissatisfied with the Academic Accommodations Panel’s decision, he/she may appeal to the College President.

The student may also file a formal discrimination complaint with the College Compliance Officer who will then follow the established steps outlined Chapter XV of the Board Rules.

http://www2.ed.gov/about/offices/list/ocr/docs/howto.htm

SUSPENSION OR TERMINATION OF SERVICES POLICY

There are two ways that eligible students may have services suspended through DSPS: 1) lack of measurable progress, and 2) inappropriate use of services.

Measurable Progress

1. Failure to meet Los Angeles Southwest College academic standards established by the college.
2. Failure to make progress toward the goals outlined in the Student Educational Contract (SEC) for two consecutive semesters.
Inappropriate Use of Services

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that students are using. Failure to comply with the terms stated within each specific service area may result in the suspension of that service.

LEGAL RESPONSIBILITIES OF DSP&S

*Title 5 Section 56101b of the California Code of Regulations* indicates that “a district may adopt a written policy providing for the suspension or termination of DSP&S services, service provision policies and measurable progress policies. Such policies shall provide for written notice to the student prior to suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSP&S.”
Emergency Evacuation Guidelines for Students with Disabilities

BE PREPARED

1. Meet with LASC Security staff to review the best evacuation routes for the buildings you will be using.
2. Persons who are deaf may wish to prepare a written card requesting non-verbal emergency assistance and guidance (in writing or gesture).
3. Persons using a power wheelchair should consider scheduling battery recharging on a regular basis before leaving home.
4. Provide contact information for accessible transportation services should personal vehicles be inaccessible.
5. If you are blind or have low vision, learn the location of the exits in advance.
6. If you have a personal attendant, family member or friend who cares for you, make arrangements before an emergency for her/him to check on you immediately after an emergency.
IN AN EMERGENCY

1. Give clear requests for assistance (verbally or in writing) and explicit directions on how you want assistance.
2. In the case of a power outage during daylight and you are on the second floor you may choose to wait near a window where there is natural light and access to a working telephone. Be sure to inform others leaving the building of your decision and ask them to inform the Sheriff’s Office of your location.
3. If there is a power outage and an evacuation has been ordered, or if the outage occurs at night, call the Sheriff’s Office at (323) 241-5111 to request evacuation assistance.
4. If assistance is not immediately available and you cannot exit the building you should remain calm and move to the safest area possible such as an enclosed stairwell, the elevator lobby, or an office with the door shut which is a good distance from the hazard and away from falling debris. Rescue personnel will first check all exit corridors and stairwells for those trapped.
5. Continue to call for help or use a whistle or noisemaker until rescued.
QUALITIES OF A SUCCESSFUL STUDENT

Successful students:
1. Obtain all books, supplies, and course materials before classes start.
2. Attend all classes and are on time to classes.
3. Sit attentively in the front of class.
4. Actively participate in class.
5. Come to class prepared.
6. Review the previous lecture before each class.
7. Make sure they understand assignments correctly and completely before plunging in.
8. Turn in assignments that look neat and sharp.
9. Use a word processor with spell check to identify misspelled words.
10. Always read assigned readings prior to class.
11. Review and revise their class notes within 24 hours of class.
12. Keep track of their grades throughout the semester.
13. Meet with their instructor either before or after class or during office hours to discuss course material, clarify assignments, or ask for feedback on exams and papers.
14. Take advantage of extra credit opportunities.
15. Make use of an academic planner.
16. Schedule routine study times each week and study in a distraction-free place.
17. Break study time up into manageable segments.
Time Management

Time management is a very important tool used by successful college students. College classes require students to learn a portion of the material outside of class. As a general rule, students should spend two hours studying outside of class for every hour spent in class. This is known as the 2:1 ratio.

Advantages of time management:
- Creates enough time to study.
- Reduces stress and anxiety caused by time pressures.
- Reduces procrastination and avoids cramming.
- Allows time to do the things you enjoy.
- Helps you feel more in control of your life.
- Helps you use your time effectively.
- Increases motivation.

Calculate the number of hours each week you should be studying outside of class.

List the courses you are currently taking this semester:

________________________________________________________________________  _____units
________________________________________________________________________  _____units
________________________________________________________________________  _____units
________________________________________________________________________  _____units
________________________________________________________________________  _____units

Total =  _____units
Study time = at least two (2) hours for each hour (or one unit) in a class:

Example:

4 hrs/units wkly class time X 2 hrs study time = 8 hrs studying per week for one class

2 hrs X ______ units = ______ hrs total study time per week.

**HOT TIP:** Plan to study when you are most alert, and always break study time up into manageable segments. No marathon study sessions!

**Test Taking Strategies**

Some students believe they are not good at taking tests; however, test taking is a skill you can master. The following steps are designed to help you remember what you have studied, make fewer errors, and feel more relaxed.

1. Before going to class, make sure you have all materials needed for the test.
2. Arrive at least 5 minutes early. Sit down, get settled, close your eyes for a moment, take deep relaxing breath, and relax the muscles in your body.
3. Once you receive the test, look over the whole test – note the number and types of questions, and
consider how much time you will have to complete the test. Carefully read the directions.

4. Read each question carefully, completely, and more than once. Underline key words in the question. Be sure to read all of the choices on multiple choice questions, even if you see the right answer immediately.

5. Do not spend too much time on a really difficult problem.

6. Answer the easy questions first then go back to the questions you skipped.

7. Leave no blanks! Even if you have no idea of the answer, make some kind of attempt. If you write something down, you may receive partial credit.

8. Before turning it in, read through the test. Check for missed pages or questions, etc.

9. Attempt all extra credit. You have nothing to lose and might gain some extra points.

👍 HOT TIP: If you tend to rush through exams, slow down. There are no extra points for being the first person finished!

**Tips for Reducing Test Anxiety**

1. Avoid procrastination! Keep up with the course syllabus. Read textbook chapters prior to the lecture and allow plenty of time to complete assignments. The week before an exam in NOT the time to begin reading your textbook.
2. Avoid cramming! Be well prepared for exams, and don’t wait until the last minute to study. Plan to begin studying for a test one week in advance.
3. Think positive! Remind yourself of experiences you’ve had where you felt competent. Don’t overemphasize the importance of the grade – it is not a reflection of your self-worth. Remember, a test is only a test – there will be others.
4. Put things in perspective! A test is not a life or death situation. Receiving a bad grade is not pleasant; however, you can certainly recover from it.
5. Visualize success! As you are waiting for your test to be passed out, close your eyes, take a few slow relaxing breaths, relax your muscles, and picture yourself taking the test.
6. Take care of your body! Poor diet and lack of sleep contribute to feelings of anxiety. Eat right, exercise, and get enough sleep – especially before an exam.

👍 Hot Tip: Pay attention to what your body is telling you. Increased heart rate, upset stomach, dry mouth, and tense muscles are indicators for test anxiety. Close your eyes for a moment, take deep relaxing breaths, and relax the muscles in your body.
LASC CONTACTS

DSPS Office: (323) 241-5480
FAX: (323) 241-5482

DSPS Office hours vary from semester to semester. Please visit the DSPS office to obtain the current semester’s schedule.

Admissions Office: (323) 241-5321
Assessment: (323) 241-5361
Business Office (323) 241-5302
Career Center: (323) 241-5406
Counseling: (323) 241-5200
EOPS: (323) 241-5484
Financial Aid: (323) 241-5338
Sheriff’s Office: (323) 241-5311