



Disabled Students Programs and Services (DSPS) Accommodations and Services Guide

Cravens Student Services Center, Room 101

(760) 773-2534

[Email the DSPS Office](#)

[DSPS Website](#)

The following is important information about receiving and using accommodations and support services through DSPS. Services and accommodations are authorized on an individual basis by DSPS Counselors and are based on your verified disability and the accompanying educational limitations as discussed with you.

Student Responsibilities

Please note that it is your responsibility to establish your status as an active DSPS student each semester.

- 1) You will need to meet with a DSPS Counselor at least once per semester. Failure to do so may prevent you from receiving Priority Registration and other support services.
- 2) It is your responsibility to request your accommodations from DSPS each semester.
- 3) You will also need to request specific accommodations from your instructors each semester by providing them with a current Faculty Notification Letter.
- 4) Accommodations are not put into place until you make a request. For timely accommodations, please request at least two weeks in advance.

Academic Counseling and Registration Assistance

DSPS Counselors are available for specialized disability-related academic [counseling appointments](#). During registration periods, recommendations can

be made to help you plan your schedule to increase the likelihood of success in your enrolled classes. DSPS Counselors are available by appointment to help you with disability-related issues, academic counseling, and concerns you may have during the semester.

Adapted Physical Education Courses

Various adapted physical education courses may be offered. Class offerings vary by semester. Courses that have been adapted for students with disabilities include:

- Aquatics
- Badminton
- Golf
- Tennis
- Weight Training and Fitness
- Yoga

Alternate Media Accommodations

Alternate media accommodations are used to provide an alternate format of your textbooks and other text-based materials. This enables you to access your reading in an audio, electronic or tactile version.

- **Alternate media must be requested each semester as soon as the student learns of their need.**
- Students are responsible to complete the alternate media training that is provided by the DSPS High Tech Center.
- All alternate media accommodation requests are processed in the order they are received.
- Since alternate formats take time to produce, it is important to make your request as soon as possible after registering for classes.
- A link to the Alternate Media Request form is located in the Universal Library under your Kurzweil account (as shown in the training).

- You may search for your textbooks online at the [COD Bookstore](#) using your course information.
- As soon as your textbook information is available, complete the form and your request will be processed. It is okay to submit more than one form since all textbook information is not available at the same time.
- Your request can be made before you obtain your textbooks; however, DSPS will not release the alternate formats to you until proof of ownership (such as a purchase or rental receipt, email, or contract from a special program) is provided.
- Please note that “free” Open Educational Resource (OER) textbooks do not need proof of ownership.

American Sign Language (ASL) Interpreters and Captioning Services

ASL Interpreters and Speech to Text (captioning) services are available to Deaf and hard of hearing students. If an interpreter or captioner is needed for an intake or counseling appointment, the student must make the request when scheduling the appointment. Using priority registration is very important to ensure that DSPS is given time to secure and schedule interpreters and/or captioners for all classes.

It is required that students use College of the Desert email to communicate with the Communication Access Specialist, [Tina Cleveland](#), regarding registering for classes, interpreting requests, and absences.

There is a strict no-show policy for interpreting and captioning services that will be provided and signed by each student utilizing these services prior to the start of each semester.

The role of the interpreter and captioner is to facilitate communication, and foster full interaction and independence for Deaf and hard of hearing students in class. Interpreters are not allowed to tutor, assist instructors, or have discussions with students in class that are not related to class content.

Faculty Notification Letters

It is your responsibility to contact the DSPS office prior to the start of each semester to obtain a current Faculty Notification Letter and provide it to your instructors for both in-person and online classes. This letter should be emailed to your instructors the first week of each semester to let them know that you are a student registered with DSPS and that you may be using accommodations in class. DSPS advises students to communicate with their instructors about their individual approved accommodations.

High Tech Center Classes and Support

All DSPS students have in-person and virtual access to the [DSPS High Tech Center](#) (also known as the HTC), which offers technology support, training, assistive technology workshops, and registration assistance.

Notetaking Assistance and Audio Recording

Several options are available for notetaking assistance and audio recording, including digital recorders and notetaking apps. If notetaking is one of your accommodations, discuss which option may be best for you with your DSPS Counselor and request any needed equipment and training from the High Tech Center.

In order to utilize any recording device, you must submit your Faculty Notification Letter to your instructor and sign a form acknowledging that you are aware of the policies and laws regarding the use of audio recordings.

Priority Registration

DSPS students may be eligible for Priority Registration. Priority Registration status allows you to register on the first day of registration. Students are expected to use this and all accommodations responsibly. Appropriate use of Priority Registration involves requesting your accommodations immediately after registering. Remember to schedule your classes with extra time in between so that you may best utilize extended testing time if this is one of your accommodations.

Testing Accommodations

Testing accommodations may include:

- Distraction reduced setting
- Extended time
- Other accommodations such as alternate text formats, adaptive computers, and assistive technology

The Student Agreement for utilizing testing accommodations describes the specific instructions on how to use your testing accommodations. You will need to review and sign this agreement with the DSPTS test proctor each semester while attending College of the Desert.

Tutoring

Tutoring for all College of the Desert students is conducted in-person and virtually through the [Tutoring and Academic Skills Center \(TASC\)](#).

Responsible Use of Services

Failure to use any DSPTS accommodation or support service in a responsible manner may result in suspension of the service or accommodation.