DISABLED STUDENTS PROGRAMS & SERVICES (DSPS) ONLINE ORIENTATION
DSPS MISSION STATEMENT

To provide necessary accommodations, facilitate independence, self-advocacy and assist students to attain success with their educational and vocational goals.
WHAT DOES DSPS DO?

Determines eligibility, accommodations and services for students with disabilities participating in MSJC programs and activities.

We can help!
DSPS STUDENTS ARE ELIGIBLE FOR APPROPRIATE, REASONABLE ACCOMMODATIONS AND SUPPORT SERVICES BASED ON INDIVIDUAL NEEDS.

We will assist you to:

- Be an advocate for yourself
- Become more independent
- Be successful in your education (with the use of accommodations)
- Gain maximum access to college curriculum

BE INDEPENDENT!
Be Independent
Connecting to DSPS

Students may be referred to DSPS by:

- Instructors
- Counselors
- Community agencies
- High schools
- A parent
- Or a self-referral
New Students!!

- Apply for Admission to Mt. San Jacinto College online and complete the enrollment requirements.
- Visiting the colleges main website, MSJC.edu, and clicking on the large red button.
- Go to MSJC.edu/DSPS
  - Click on “New DSPS Students”
  - Follow the simple steps to get started with us!

Apply to MSJC Before Contacting the DSPS Office
HOW TO BECOME ELIGIBLE FOR DSPS ACCOMMODATIONS & SERVICES

- Apply to College and complete the enrollment requirements, (if you have not completed this step, **STOP**)! You must be admitted to MSJC before applying for DSPS services.

- Complete DSPS Online Orientation.

- Complete DSPS intake paperwork & obtain your Verification of your Disability

- Make an intake appointment with a DSPS staff member.
FORMS TO COMPLETE BEFORE BECOMING A DSPS STUDENT

- Application
- Rights and Responsibilities
- Consent for Release of Information
- Disability Verification
APPLICATION

MSJC Disabled Students Programs & Services
APPLICATION FOR SUPPORT SERVICES

Date: __________________

Which campus are you planning to attend?
☐ San Jacinto (SJ)  ☐ Menifee (MVC)  ☐ Temecula (TEC)  ☐ Banning (SGP)

First Middle Initial Last
Students Name: ____________________________________________

Address: Street Number Street Name Apt. # City Zip

Date of Birth: ___________________ Student ID #: ______________

Phone # (___) ___________ Email: _______________________________

Please check any verified disabilities that may apply to you:
☐ Visual Impairment ☐ Deaf/Hard of Hearing ☐ Brain Injury
☐ Learning Disability ☐ Mobility ☐ Psychological
☐ Other: ___________________________________________________

How does your disability impact your ability to learn? _______________

Are you a client of any of the following agencies?
☐ Department of Rehabilitation ☐ Regional Center ☐ VA Rehab
City: ________________________

Have you ever been tested for a learning disability? ☐ Yes ☐ No

Other colleges attended: _________________________________________

Emergency Contact: Name __________________ Relationship __________ Phone #

Student Signature: ___________________ Date: __________________

DSPS Staff Signature: __________________ Date: __________

Revised 7/23/14
RIGHTS AND RESPONSIBILITIES

MSJC
Mt. San Jacinto College

Disabled Students Programs & Services

Student Rights and Responsibilities

Mt. San Jacinto Community College District provides educational services and access for students with documented disabilities who intend to pursue coursework at Mt. San Jacinto Community College. A variety of programs and services are available which afford students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations.

NAME: ___________________________ ID: ___________________________ DATE: ___________________________

ADDRESS: ___________________________ CITY: ___________________________ ZIP: ___________________________

DOB: ___________________________ PHONE: ___________________________

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

- My participation in DSPS shall be entirely voluntary.
- Receiving support services or instruction through DSPS shall not preclude me from also participating in any other courses, programs or activities offered by the college or from receiving basic accommodations required by state and federal law.
- I have been advised that a copy of DSPS Student Handbook (policies & procedures) and the opportunity to register to vote in local, state, and national elections via "Motor Voter Registration" is available to me on the DSPS website: http://msjc.edu/DSPS
- All records maintained by DSPS personnel pertaining to my disability(s) shall be protected from disclosure and shall be subject to all other requirements for handling student records.

RESPONSIBILITIES

- I will provide DSPS with the necessary information, documentation and/or forms (medical, educational, etc.) to verify my disability.
- I will meet with a DSPS Counselor/Specialist to develop a Student Educational Contract.
- I will meet with the Counselor/Specialist at least annually (once per semester preferred) to update the Student Educational Contract.
- I will utilize DSPS services in a responsible manner. I understand the DSPS uses written service provision policies and procedures, which must be adhered to, for continuation of services.
- I will comply with the Student Code of Conduct adopted by the college.
- I must demonstrate measurable progress towards the goals established in my Student Educational Contract (SEC).

NOTE: Authorities cited: Title 5 C.C.R. Section 56000 et seq., Education Code Sections 66701, 67110-67312, 70901, 84850.

I understand and agree to the above Rights and Responsibilities, and I will abide by them. I give permission for DSPS staff to discuss my educational situation with other professionals who have a legitimate educational need to know. I have been given a copy of this document.

If I do not comply with these rights and responsibilities, I will be notified in writing of the impending suspension of my services. I will have the opportunity to appeal the decision.

Student’s Signature: ___________________________ Date: ___________________________

DSPS Staff Signature: ___________________________ Date: ___________________________

Revised 6-13-13
CONSENT FOR RELEASE OF INFORMATION

MSJC
Disabled Students Programs & Services
Consent for Release of Information

Name
Last 
First 
Middle 

MSJC Student ID #: 
Date of Birth: 

Maiden Name or Other Names Used:
Last 
First 
Middle 

I, the undersigned, request any appropriate person and/or agency or institution to release information consistent with the Federal Family Educational Rights and Privacy Act of 1974, or other laws, regulations, or policies, to this college for use in educational/vocational planning. All information will be kept confidential and maintained as a part of my records with the DSPS office at the college. Selected information may be released for mandated State and/or Federal reports.

By initialing the following, I authorize the release of information which may include one or more of the following records:

- Verification of Disability
- Psychological testing and evaluation results
- Learning Disability Assessment
- Audiology and Speech / language Pathology Reports
- Vocational Rehabilitation Plan
- Prescribed Medications and Dosage
- Educational Records, Including Progress Made
- Other: 

I further give permission for DSPS program staff to discuss my educational situation with other professionals who have legitimate educational need to know.

I hereby authorize DSPS to discuss my educational situation with the following individual(s):

Name: 
Relationship: 

This authorization shall remain in effect during my enrollment or until revoked in writing.

Signature of Student: 
Date: 

Signature of Parent or Guardian: 
Date: 

Required for Student Under 18 Years of Age

A photocopy of this form is as valid as the original.

Revised 7-3-13
This form can be completed by the appropriate professional if additional documentation is needed.
## Backside of the Disability Verification Form

<table>
<thead>
<tr>
<th>Disability</th>
<th>Educational Impact</th>
<th>Qualified Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Disability</td>
<td>Visual, mobility or orthopedic impairment</td>
<td>Medical Doctor, O.D.</td>
</tr>
<tr>
<td>Visual Impairment</td>
<td>Total or partial loss of sight: in best eye, with best correction, 20/200=legal blindness or 20/70 = partial sighted</td>
<td>M.D., Ophthalmologist, Optometrist</td>
</tr>
<tr>
<td>Mobility or Orthopedic Impairment</td>
<td>Serious limitation in locomotion or motor function</td>
<td>M.D., O.D., see Comments</td>
</tr>
<tr>
<td>Deaf/Hard of Hearing</td>
<td>Loss of hearing which impedes the communication process essential to language, educational, social, and/or cultural interactions</td>
<td>Audiologist, M.D.</td>
</tr>
<tr>
<td>Speech and Language Impairment</td>
<td>Speech/language disorders of voice, articulation, rhythm and/or the receptive and expressive language processes</td>
<td>Licensed Speech Professional</td>
</tr>
<tr>
<td>Learning Disabilities</td>
<td>Cognitive ability test standard scores (usually WAIS III or WJ III), Achievement test standard scores (usually the WJ III or the WIAT II)</td>
<td>PhD Psychologist, College LD Specialist, Other appropriate professional</td>
</tr>
<tr>
<td>Acquired Brain Impairment</td>
<td>Deficit in brain functioning caused by external or internal trauma, resulting in loss of cognitive, communicative, motor, psychosocial and/or sensory-perceptual abilities</td>
<td>M.D. Neurologist, Neuropsychologist</td>
</tr>
<tr>
<td>Developmentally-Delayed Learner</td>
<td>A DDL student is one who exhibits the following: a) below average intellectual functioning; and b) potential for measurable achievement in the instructional setting.</td>
<td>Submit test results or Regional Center certification.</td>
</tr>
<tr>
<td>Psychological Disability</td>
<td>* persistent psychological or psychiatric disorder, or emotional or mental illness * moderate or severe on Axis I or II in the DSM * interferes with a major life function * poses an educational limitation.</td>
<td>Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #)</td>
</tr>
<tr>
<td>ADD/ADHD</td>
<td>Meets DSM diagnostic criteria and poses an educational limitation</td>
<td>Psychiatrist; PhD. Psychologist, LMFT or LCSW (indicate license #)</td>
</tr>
<tr>
<td>Other Disabilities</td>
<td>Health conditions that * limit a major life activity * present an educational limitation and * require support services or instruction</td>
<td>Licensed Certified Professional who is legally qualified to diagnose the disability in question</td>
</tr>
</tbody>
</table>
DISABILITY VERIFICATION

Examples of Documentation Accepted by DSPS

- Testing results or evaluation from high school with IEP (Individual Education Plan)
- Current Audiogram
- DD214
- Psychological Exam/Testing
- Physical Exam
- LD Testing
- Medical Doctor Verification
- History from another college
- Eye exam from Ophthalmologist
CONFIDENTIALITY

DSPS maintains confidentiality of disability information
PLAN AHEAD

Come see DSPS before the semester starts…

DSPS wants you and your accommodations ready at the start of the semester!
DSPS INTAKE APPOINTMENT

After you have completed the DSPS Orientation:

1. Call DSPS to make your intake appointment with a DSPS counselor (please arrive 15 minutes early for your appointment).

2. You must have the following for your intake appointment:

   • Student ID
   • Completed intake forms
   • Disability Verification
   • Viewed the DSPS Student Online Orientation
WHAT ARE ACCOMMODATIONS?

- An accommodation assists in your ability to learn and intended to level the playing field when educational limitations exist.

- Based on specific individual strengths, weaknesses and deficits (deficits are due to a disability).
TYPES OF DSPS ACCOMMODATIONS & SERVICES

- Note Takers
- Tape recorder, Smart Pen, talking calculators
- Alt. Media (Large print, Braille, assistive software)
- Sign Language Interpreters, real-time captioning, assistive listening devices
- Tests/quizzes (extended time, reduced distraction, scribe)
REQUEST FOR SERVICES

- Complete a **Request for Services** online through your Eagle Advisor account (this is necessary every semester).
- When the Request for Services is complete, an e-mail is sent to the Instructor stating you are a DSPS student and your approved accommodations. (It will not tell them your disability).
- You should **discuss approved accommodations** and services with your instructors.
HOW TO REQUEST YOUR SERVICES

After registering for your course(s),
you must request your services for each course.
This action must be completed
EVERY semester.
If you “ADD” a course late, please remember that you will need to complete this action for that late course only.

STEP 1: Log into www.my.msjc.edu.
STEP 2: Click Student Eagle Advisor.
STEP 4: Select the current term, then click submit.
STEP 5: Follow the listed instructions.

Be sure to check your student email account
Daily, there will be additional information sent to you based on the accommodations requested.
PLEASE REMEMBER...

In order to continue services, you must update your Student Educational Contract (SEC) every academic year!

We recommend you check in with your DSPS counselor every semester to ensure your services are up to date!
## Differences Between School & College

<table>
<thead>
<tr>
<th>K-12</th>
<th>Higher Education/College Education</th>
</tr>
</thead>
</table>
| IDEA – Every student has a right to a free public education | Title 5  
Education is a Privilege, not a right |
| District identifies disability            | Student responsible to provide appropriate documentation that establishes:  
1. Current verification of disability  
2. Educational limitations requiring accommodation. |
| School district may fund evaluation to determine disability | Student’s responsibility to provide documentation of disability |
| District ensures that the I.E.P. is implemented and goals are met. | Student is responsible for meeting own goals and progress |
| Parent & teacher advocate for student     | Student advocates for self                                             |
| Fundamental alterations are allowed to the: | Accommodations may NOT alter fundamental nature of degree applicable courses or degree requirements. |
| 1. Program of study                       | Reasonable accommodations are provided in all courses as requested by student. |
| 2. Instructional methods                  |                                                                         |
| 3. Location of instruction                |                                                                         |
| Personal services provided by school district | Personal attendant or services – Student’s responsibility           |
| Success defined by personal goals         | Success defined by institution                                         |
| Transportation to and from school is provided by the district | None provided –  
Student’s responsibility  
RTA free with paid student fees |
CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Campus Name</th>
<th>Address</th>
<th>Phone Numbers</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>San Jacinto Campus (SJC)</td>
<td>1499 N. State St. San Jacinto, CA 92583</td>
<td>951.487.3305, 951.487.0183 (fax)</td>
<td><a href="mailto:dspssjc@msjc.edu">dspssjc@msjc.edu</a></td>
</tr>
<tr>
<td>San Gorgonio Pass (SGP)</td>
<td>Contact SJC Office @ 951.487.3305, 951.487.0183 (fax)</td>
<td><a href="mailto:dspssjc@msjc.edu">dspssjc@msjc.edu</a></td>
<td></td>
</tr>
<tr>
<td>Menifee Campus (MVC)</td>
<td>28237 La Piedra Rd. Menifee, CA 92584</td>
<td>951.639.5305, 951.672.2548 (fax)</td>
<td><a href="mailto:dspsmvc@msjc.edu">dspsmvc@msjc.edu</a></td>
</tr>
<tr>
<td>Temecula (TEC)</td>
<td>27447 Enterprise Circle W. Temecula, CA 92590</td>
<td>951.639.5305, 951.672.2548 (fax)</td>
<td><a href="mailto:dspsmvc@msjc.edu">dspsmvc@msjc.edu</a></td>
</tr>
</tbody>
</table>
Almost done…
Please go to the next page.

Congratulations!
SO CLOSE…

What should you do next?
Complete all INTAKE paperwork.

**Do you have, in hand, your disability verification?**
- Without your disability verification, an Intake appointment is pointless. You must have this in order to be seen by a DSPS counselor.
- Please click the following to read about acceptable disability verifications: [http://www.msjc.edu/DSPS/Pages/New-Student-Intake-Forms-.aspx](http://www.msjc.edu/DSPS/Pages/New-Student-Intake-Forms-.aspx)

**Have you printed and filled out the 3 DSPS Intake forms? These forms are in addition to your disability verification:**
- Application
- Student Rights & Responsibilities
- Consent to Release Information

All forms can be found at the link provided above.
Please bring all documents with you on the day of your scheduled appointment.

Let’s make that appointment! Go to the next page…
YOU MADE IT! CONGRATULATIONS!
FINAL ACTION IS LISTED BELOW...

Please call the campus that you will mainly attend, and schedule your **INTAKE** appointment TODAY!

For SGP & SJC 951-487-3505
For MVC & TEC 951-639-5305