

Santiago

Canyon

College



2018 • 2019

DSPS HANDBOOK

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Meet Our Distinguished Leaders

RSCCD Board of Trustees

President.....	Nelida Mendoza
Vice President.....	Phillip E. Yarbrough
Clerk.....	Claudia C. Alvarez
Member.....	Arianna P. Barrios
Member.....	John R. Hanna
Member.....	Zeke Hernandez
Member.....	Lawrence “Larry” R. Labrado
Student Trustee.....	Gregory P. Pierot

SCC Administrators

John Hernandez, President

Marilyn Flores, Vice President of Academic Affairs

Syed Rizvi, Vice President of Student Services

Arleen Satele, Vice President of Administrative Services

Santiago Canyon College Mission Statement

Santiago Canyon College is an innovative learning community dedicated to intellectual and personal growth. Our purpose is to foster student success and to help students achieve these core outcomes: to learn, to act, to communicate and to think critically. We are committed to maintaining standards of excellence and providing accessible, transferable, and engaging education to a diverse community.



Santiago Canyon College

What happens here matters.

8045 E. Chapman Ave.

Orange, CA 92869

714.628.4900

www.sccollege.edu

Nondiscrimination Policy

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/ or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator: 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.



DSPS, Building E, Room 105
8045 E. Chapman Avenue
Orange, CA 92869-4512

(714) 628-4860 **voice**
(657) 235-1999 **video phone**
(714) 532-4684 **fax**
dsps@sccollege.edu
www.sccollege.edu/dsps

Disabled Students Programs & Services (DSPS)

Mission

We support the success of students with disabilities by providing programs and services that promote access, equal opportunity and empowerment.

Program Description

DSPS is committed to helping students with disabilities achieve their educational goals. The program provides students with a broad range of instructional support services and academic accommodations designed to ensure access and equal opportunity in all college programs. DSPS ultimately seeks to enhance successful educational outcomes for students with disabilities by providing individualized support services that empower them to discover and develop their abilities in an inclusive, barrier-free environment.

Who Is Eligible

Students with verifiable disabilities requiring accommodation are eligible for program services. Disabilities may include

- Acquired Brain Injury
- Attention Deficit Hyperactivity Disorder (ADHD)
- Autism Spectrum Disorders
- Deaf and Hard of Hearing
- Intellectual
- Learning
- Mental Health
- Physical
- Visual
- Other medical conditions

How To Apply For Services

1. Start the process of applying for DSPS as soon as possible, or at least two weeks before an accommodation is needed.
2. Obtain disability verification from a qualified professional.
3. Schedule an appointment to meet with a DSPS certificated professional for an evaluation of accommodation needs.

Services

Available services include but are not limited to the following:

- Priority registration/registration assistance
- Academic, career and disability counseling
- Learning disabilities assessment
- Test-taking accommodations
- Specialized instructional support
- Assistive technology
- Alternate media materials
- Note-taking assistance
- Equipment loan
- Sign language interpreters/real-time captioning
- Liaison with faculty, staff, and community agencies

Learning Disabilities Assessment

Assessment for learning disabilities eligibility is available at no cost to SCC students experiencing academic difficulties that interfere with their educational progress. The process for completing a learning disabilities assessment typically requires four (4) appointments as described below.

Intake – Relevant personal, medical and educational history is gathered.

Achievement Testing – Academic skill levels in reading, math, spelling, writing and oral language are assessed.

Intellectual Ability Testing – Potential for academic learning is assessed.

Interpretation – Assessment results are reviewed and recommendations are made.

Note: Students who have been previously assessed for learning disabilities may submit recent testing for review. The need for any additional testing will be determined after this information has been evaluated.

DSPS Services & Procedures

Academic Support

Academic Coaching

Academic coaching is designed to support students' academic success in college. Academic coaches provide instructional support and guidance, teach students how to plan and organize their studies, manage their time effectively, use strategies for learning, and help them become strong self-advocates.

Homework Support

Drop-In Homework Support: In DSPSRoom E-105 (No appointment necessary) Check with DSPS at the beginning of the semester for times.

Students may come in to work on homework and other class assignments using DSPS resources. Academic coaches are available to provide general assistance to students during this time. Homework Support also provides opportunities for students to form study groups with classmates.

Adapted Furniture

Procedures for Requesting Adapted Furniture

Step 1: Complete a DSPS Adapted Furniture Request Form.

- Submit the form to DSPS
- Allow one week for furniture to be placed in your classroom(s).

Step 2: Locate the adapted furniture placed in your classroom(s).

- Arrive early to class and look for the labeled furniture.
- Label will read: Reserved for Disability Access. If the furniture is not in the classroom, stay for the class and then come to DSPS immediately to report that the requested furniture is not in the classroom.

Step 3: Communicate any changes in your class schedule to DSPS.

- Inform DSPS if you drop the class or there is a room change.

Alternate Media

All students using alternate media (e.g. audio books, large print, Braille) must have this accommodation approved by a DSPS certificated professional. Alternate media requests should be made as early as possible before the start of the semester to allow ample time for its production. Students requiring materials in Braille are expected to enroll in classes during priority registration and to submit their alternate media requests immediately. DSPS will make every effort to complete alternate media requests in a timely manner.

DSPS Alternate Media Procedures

1. Complete an orientation

All new alternate media users must attend an orientation before their alternate media is produced. Please bring the textbooks and materials you want converted to the orientation, along with the corresponding class syllabi, proof of textbook purchase and your laptop or any other device you will be using with your alternate media.

2. Submit your request

Complete an Alternate Media Request Form and turn it in to DSPS. Students requesting materials in alternate formats must own a physical copy of the textbook. For each textbook you are requesting, you will need to provide the following information: title, edition, author, ISBN-10 or 13, class and instructor.

3. Check your email

Turn-around times for alternate media will vary depending on the request. Production times typically range from 3 to 10 working days. Check your e-mail regularly for notification that your media has been completed.

4. Pick up media

Pick-up your completed alternate media in DSPS, E-105. If you have any problems or concerns regarding your alternate media, please call DSPS Alternate Media at (714)628-4975.

Counseling Services

DSPS offers counseling services by a counselor trained to work with students who have disabilities. In addition to academic, vocational and limited personal counseling, the DSPS Counselor is available to assist students with career exploration, selection of a major, guidance for university transfer and completion of a Student Education Plan. The DSPS Counselor may also recommend academic accommodations and assist in advocacy and liaison with campus staff as well as off-campus agencies. Counseling appointments may be made by contacting the DSPS Office.

Disabled Students Parking

Several areas on campus are designated for disabled student parking. Vehicles in these areas are NOT required to display a current SCC parking permit but must display one of the following: District-issued disabled permit, State placard, or special State license plate. District permits are available in the SCC Disabled Student Center, E-105.

Equipment Loan

DSPS offers equipment loan to students on a semester-to-semester basis with approval from their DSPS instructor. Equipment must be returned to DSPS at the end of each semester unless prior arrangements have been made to extend the loan agreement. Students are responsible for the proper care of loaned equipment and are expected to return equipment in the same condition it was received. A DSPS Lending Agreement must be signed by students when they check-out equipment.

Equipment available for loan include:

- Assistive Listening Devices
- Calculators (Graphic)
- Closed-Circuit Televisions (CCTV)
- Dictionaries (Talking Franklin Bookman II)
- Digital Recorders
- Magnifiers
- Smartpens

Students requiring other types of assistive equipment should discuss their needs with their DSPS instructor.

Testing Accommodations

DSPS Testing Accommodations Procedures

1. Complete Request

Complete an "Accommodation Request Form" at the beginning of the semester or at least two weeks before a test/quiz and turn it in to DSPS. An accommodation letter will then be created which you must pick up in DSPS.

2. Take Authorization to Instructor

Take the completed Accommodation Letter to your instructor(s) and discuss your needs with them. For exams/quizzes, this must be done at least one week prior to the test.

3. Make Appointment

- ✓ One week before each exam, make an appointment either in person or call (714)628-4860 to take your exam/quiz in DSPS.
- ✓ Inform DSPS if you need to use a computer or Kurzweil 3000.
- ✓ Be sure to schedule your exam so that you: a) have enough time to finish – remember, DSPS closes at 7:00 pm; b) don't miss the review before the test or any lecture.

Remind Instructor

One class session before each exam/quiz remind your instructor that you are taking the test in DSPS.

4. Alternate Media

Complete an Alternate Media Request form and turn it in to DSPS two weeks before the start of the semester.

5. Problems?

Inform DSPS immediately if you have any problems related to your accommodation(s). (714)628-4860

DSPS Testing Accommodation Guidelines

Students must:

1. Personally deliver their testing accommodation authorizations to their instructors at the start of the semester or at least one week before a scheduled exam. DSPS recommends that students meet with their instructors during office hours to present accommodation authorizations.
2. Make an appointment to take their exams in DSPS at least one week (5 school days) before the exam. Testing appointments are subject to space limitations.
3. Remind their instructors to send exams to DSPS.
4. Arrive on time for testing appointments. Failure to do so may result in not being able to take the test in DSPS.
5. Take care of personal needs prior to starting exams (bathroom, using cell phone, etc.). Students may not leave the DSPS center during testing without staff approval.
6. Check-in and check-out with a DSPS staff member.
7. Make appointments that allow enough time to complete an exam with extended time considering DSPS hours of operation.
8. Take exams the same day and time as the class and complete the exam in one sitting. Exceptions to this must be approved by the class instructor and DSPS.
9. Inform DSPS if they will be using Kurzweil, a computer or scribe for an exam when they make their testing appointments.
10. Keep their cell phones and other electronic devices not required for test-taking stored outside the testing room (and turned-off) with their personal belongings.
11. Have all materials taken into the testing room approved by a DSPS staff member.
12. Follow all SCC Academic Honesty Guidelines while test-taking in DSPS. No talking or communication between students is allowed in the testing room. Students suspected of cheating will be subject to disciplinary action.
13. Ask a DSPS staff member to print out word processed essays or test responses.
14. Tell a DSPS staff member immediately if they encounter any problems related to taking a test in DSPS.

Notetaking Procedures

DSPS Notetaker Procedures

There are two ways to arrange for a notetaker:

1. Find your own notetaker

With this option, you ask a classmate to share class notes with you. You can pick-up notetaking paper in DSPS, or you may have notes photocopied in DSPS. Your notetaker will be eligible for priority registration the following semester if he/she meets notetaker requirements. Your notetaker must come to DSPS at the beginning of the semester to register as a notetaker and complete a brief training.

2. Ask your instructor to help find a notetaker

This option requires that you follow the procedures outlined below:

1. Submit your notetaker accommodation request to DSPS as early as possible in the semester.
2. Pick up your Notetaker Request from DSPS. Please allow two days for processing.
3. Give the Notetaker Request to your instructor as soon as possible. The best time to give the request to your instructor is before or after class, or during office hours. Inform your instructor that you do not want to be pointed out when the announcement for a volunteer notetaker is made. Rather, you will meet the notetaker privately after class.
4. Your instructor will make an announcement to the class asking for a volunteer noteatker. After class, introduce yourself to the notetaker and discuss how you would like to receive notes.
5. Provide a few sheets of notetaking paper to the notetaker at the beginning of each class. Make arrangements with your notetaker to receive a copy of notes after each class. It's your responsibility to provide notetaking paper to your notetaker.

Your notetaker will receive priority registration for the following semester if notes are provided to you throughout the semester. To receive priority registration, your notetaker must come to DSPS at the beginning of the semester to register as a notetaker and complete a brief training.

DSPS Student Notetaking Responsibilities

- Attend every class session and be on time.
- The notetaker will only take notes for you when you are present.
- Take your own notes to the best of your ability. There is a learning benefit associated with the act of writing. Taking your own notes will help you to process information and stay focused in class. The purpose of having a notetaker is to supplement your own notes and make sure you have complete information.
- If needed, give the notetaker helpful feedback about the notes.
This will help ensure that you receive legible, well organized and complete notes.
- In the event that your notetaker is absent from class, ask another student to take notes for you.
- Pick up additional notetaking paper from DSPS as needed.
- If you withdraw from the class, you must inform DSPS immediately.
- If you experience any difficulties with the notetaker process, notify DSPS immediately.

Important College Dates & Student Services

ACADEMIC PLANNING CALENDAR

SCC ACADEMIC CALENDAR 2018-2019

FALL 2018

August 27	INSTRUCTION BEGINS
September 3	Labor Day - holiday
September 9	Last day to drop with enrollment fee refund (semester-length courses)
September 14	Deadline to submit Petitions to Graduate for Associate Degrees for Transfer (ADT)
September 28	Last date to file Pass/No pass option (semester-length courses)
October 12	Deadline to submit all Petitions to Graduate
November 12	Veteran's Day- holiday
November 18	Last day to drop semester-length courses with a "W" grade
November 22-24	Thanksgiving- holiday
December 15	INSTRUCTION ENDS

INTERSESSION 2019

January 7	INSTRUCTION BEGINS
January 21	Martin Luther King, Jr.- holiday
February 2	INSTRUCTION ENDS

SPRING 2019

February 11	INSTRUCTION BEGINS
February 15	Lincoln's Birthday - holiday
February 18	President's Day - holiday
February 24	Last day to drop with enrollment fee refund (semester-length courses)
March 8	Deadline to submit all Petitions to Graduate
March 15	Last date to file Pass/No pass option (semester-length courses)
March 29	Cesar Chavez Day- holiday
April 8-13	Spring Recess
May 5	Last day to drop semester-length courses with a "W" grade
May 27	Memorial Day- holiday
June 6	Commencement- Santiago Canyon College
June 8	INSTRUCTION ENDS

SUMMER 2019

June 17	INSTRUCTION BEGINS
July 4	Independence Day.- holiday
July 5	Deadline to submit all Petitions to Graduate
August 12	INSTRUCTION ENDS

STUDENT SERVICES OFFERED AT SCC

Admissions & Records (E-101) (714) 628-4900

The admissions office is the center for student registration, the maintenance of student's records, and for the implementation of academic policies at SCC.

Associated Student Government (ASG) (A-206) (714) 628-4912

Provides students with the opportunity to gain leadership and government experience, plan campus activities and make a difference and leave a positive impact on SCC.

Bookstore (A-101) (714) 628-4735

On-campus seller of textbooks; course materials, supplies and general merchandise used by the Santiago Canyon College campus community for academic endeavors and for campus life activities

CalWORKs (E-108) (714) 628-4905

The California Work Opportunity and Responsibility to Kids program is designed to assist families receiving TANF to become financially self-sufficient through successful academic vocational education.

Canvas & Distance Education/Online Course Helpdesk (Library) (714) 628-4764

Provides technology support for students using Canvas and students enrolled in online courses.

Career Services (D-106) (714) 628-4805

Assists students with linking college majors and training programs with careers; sponsors job fairs; provides students with leads for off campus employment; and offers resume writing and interviewing skills workshop.

Cashier's Office (E-102) (714) 628-4727

Where students pay for classes, purchase parking decals, get a photo ID and purchase discount movie and amusement park tickets.

Child Development Center (714) 628-4890

A full day comprehensive developmental early childhood education program is offered for children 18 months to 5 years of age, not enrolled in kindergarten.

College Assistance Migrant Program (CAMP) (A-212) (714) 628-5034

CAMP is a federally funded program designed for students who are migratory or seasonal farm workers or are children of migrant families.

Computers (Library) (714) 628-5000

Equipped with PCs and Macs for use free of charge to all currently registered students. Laptops are also available for wireless use within the Library.

Continuing Education Center (S-105) (714) 628-5929

Offers FREE, open entry/open exit classes for adults in English as second language (ESL), Business skills, GED Preparation, HS Diploma, and Parent Education.

Counseling (D-106) (714) 628-4800
Offers a variety of services including academic, career and personal counseling as well as transfer assistance.
Disabled Students Programs & Services (DSPS) (E-105) (714) 628-4860
The program provides instructional support services and reasonable accommodations to students with verified disabilities. Students must request services and provide documentation of disability.
Extended Opportunity Programs & Services (EOPS) (E-108) (714) 628-4915
A state-funded program that provides specialized assistance to students who need additional support due to financial and educational challenges.
Financial Aid (E-104) (714) 628-4876
Provides assistance for students who might not otherwise be able to attend school due to lack of financial resources.
First Year Support Center (E-307) (714) 628-5085
Are you a first year student and need assistance? Let the First Year Support Center provide any help you may need to succeed in transitioning as a college student. The center provides hands-on support with the application process, class registration, understanding the student portal and application for financial aid (FAFSA & Dream Act). The center will help students navigate SCC and offer campus resources to meet each student's unique needs.
Guardian Scholars (A-206) (714) 628-4709
Provides SCC students, who are former foster youth, with support services which range from text books, supplies, counseling and special activities to ensure a rich college experience and academic achievement.
Health & Wellness Center (T-102) (714) 628-4773
Provides medical and psychological services to enrolled students who have paid the health fee.
High School & Community Outreach (A-105) (714) 628-4808
Provides detailed information regarding programs that are offered to prospective students and the surrounding community.
Language Lab (H-230) (714) 628-4741
Provides services for the modern language classes of French, Italian and Spanish. Services include the use of voice recordings for language classes, fully equipped computer workstations, foreign languages' audio/video lessons, and the most up-to-date interactive software.
Lorenzo A. Ramirez Library (L-103) (714) 628-4700
Has approximately 36,000 books, 100 current periodicals, online databases, atlases, and class specific resources.
Math Study Hall (M.A.S.H.) (D-209) (714) 628-4791
Instructor and student tutors are available to individually assist students with math; answer homework questions, encourage, and support math students. Students also have access to graphing calculators, instructional videos, textbooks, and computer tutorial programs.

On Campus Job Placement Program (E-104) (714) 628-4876
Assists currently enrolled students and/or students on Federal Work Study with obtaining student assistant employment on campus and at approved community locations.
Pathways to Teaching (3rd Floor of the E Building) (714) 628-4928
Designed to assist students who have an early interest in pursuing an education leading to the teaching profession.
Scholarship & Veterans Services Office (A-210) (714) 628-4793
Provides scholarships to students through an SCC application process. Also provides access to a large variety of outside scholarships available to SCC and transferring students. Provides veteran services.
Science Teaching and Resource (STAR) Center (B-203)
STAR provides academic support for students enrolled in science courses, including student-led study groups, faculty-developed activities and workshops. Instructors and trained staff are available to individually help students.
Student Life and Leadership (A-206) (714) 628-4917
Assists individuals, small groups and clubs/organizations in pursuing leadership opportunities and training.
Testing Center (E-303) (714) 628-4985
Offers a variety of services such as placement testing, career assessment and make-up testing to meet the needs of students.
Transfer Success Center (D-104-N) (714) 628-4865
Provides resources, services, trained specialists and counselors to assist students who are preparing to transfer to a four-year college or university.
TRIO (A-104) (714) 628-5011
The Student Support Services TRIO (SSS TRIO) program is designed to provide support services to assist students with basic college requirements, and to motivate students toward the successful completion of their post-secondary education. The SSS TRIO program services first generation, low income and/or DSPS students who test into below college level math and/or English.
Writing Center (H-219) (714) 628-4746
Designed to assist students in their study, practice, and communication of English.