

Instructor's Guide to DSPS Support Services

DSPS (Disabled Students Program & Services) Support Services provides accommodations in compliance with the ADA (American with Disabilities Act), Section 504 and Title II and V.

Eligibility & Services:

After an initial assessment meeting with a DSPS counselor, a student with a verified disability may be eligible for specific accommodations while school is in session. Some of the accommodations we provide include:

- Note-taking services
- In-class Aide assistance (for safety or health purposes only)
- Testing services (using scribes, readers, laptops, CC-TVs, enlarged print and Braille)
- Equipment loan (tape recorders, wheelchairs, hearing devices, bookstands, inflatable back-pillows, etc.)
- Adaptable furniture (special chairs and tables)
- ASL (American Sign Language) interpreting services for the deaf

Accommodations can only be designated by a DSPS counselor and will only be given to individuals, based on the nature of their (verified) disability. These verifications are usually given to students by their doctor, psychologist, psychiatrist, or otherwise authorized specialist.

Testing Services:

Testing services are provided in our offices, after the counselor has determined that the student's needs cannot be met in the classroom or at the Testing Center. DSPS testing facilities are very limited; therefore, students only test at DSPS when all other options/possibilities to be tested under normal conditions have been excluded. The DSPS testing office follows the same guidelines, procedures and policies as College of Marin's Testing Center (copies of "DSPS Guidelines for Testing Services" can be obtained by contacting our offices).

All tests for DSPS students can be dropped off at the DSPS main office (located at DS101) or sent via Internal campus mail to "DSPS- Att. Xenia." Alternate arrangements can include sending tests as e-mail attachments or arranging to have the tests picked up. This can be arranged by contacting the technician ahead of time. Completed tests will be returned to the instructor's mailbox (unless otherwise specified).

Instructor Assistance:

At times, DSPS might ask for an instructor's help or direct involvement (e.g., wearing microphones and transmitters for sound amplification for hearing devices), or an instructor may be requested to make a notetaker recruitment announcement for a student requiring a notetaker. Notification of any of the above circumstances, involving instructors, will be carried out via e-mail, telephone (school office/department extension) or as a letter in the instructor's box (in the mailroom).

Contact Us:

Our mission is to help students to succeed in their studies by providing them with means of equal opportunity. We look forward to co-operating with you in this pursuit.

Please feel free to contact our offices with any questions or concerns regarding Support Services. You can reach the Support Services Specialist, Xenia Zarrehparvar, directly by calling: (415) 457-8811 Ext.7706. All other questions regarding counseling, appointments, Hi-Tech lab, Study-Skills or Support Groups are handled by the DSPS Main office at: (415) 485-9406. Our offices are open Mon-Thurs. 8:30-4:30 PM.

Xenia Zarrehparvar

DSPS Support Services Spec.

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