



Disabled Students Program & Services (DSP&S)

Long Beach City College

A large, irregular red ink splatter or blotch serves as the background for the text. The splatter is dark red in the center and fades to a lighter red at the edges, with many small droplets and speckles scattered around it.

LBCC'S DSP&S

OUR OFFICES

Liberal Arts Campus

4901 East Carson Street

Long Beach, CA 90808

A-1134

Hours: Monday-Thursday

8am-6pm

Friday

8am-12pm

(562) 938-4558

Pacific Coast Campus

1305 East Pacific Coast Highway

Long Beach, CA 90806

GG-107

Hours: Monday-Thursday

8am-6pm

Friday

8am-12pm

(562) 938-3921

Email: dsps-staff@lbcc.edu

VP: (562) 353-4217

OUR **MISSION**

The Disabled Students Program & Services (DSP&S) Office at Long Beach City College provides access to postsecondary education through academic adjustments for students with qualifying disabilities. The academic adjustments assist in the facilitation of creating an equitable educational experience for students with disabilities at Long Beach City College and promote full participation in educational programs and activities. Through a multimodal approach, DSP&S aims to assist students to thrive academically, in order to reach their educational goals of certification, graduation and/or transfer. DSP&S also strives to provide campus wide education regarding abilities and diversity in order to promote an inclusive campus.

WHAT IS **AN ACCOMMODATION**?

- A “reasonable accommodation” is a reasonable modification or adjustment to a class or program, or the provision of auxiliary aids/services that allows a student with a disability equal opportunity to participate in LBCC programs and activities.
 - Accommodations do not give students an unfair advantage, instead they level the playing field.
-

ACADEMIC ADJUSTMENTS OFFERED



ADAPTIVE FURNITURE



ALTERNATE MEDIA



ASSISTIVE TECHNOLOGY



ASSISTIVE LISTENING DEVICES



IN-CLASS AIDE



INTERPRETER SERVICES



NOTE TAKING SERVICES



LIASON ASSISTANCE



PRINT ENLARGER &
MAGNIFIER



PRIORITY ENROLLMENT



REAL TIME CAPTIONING












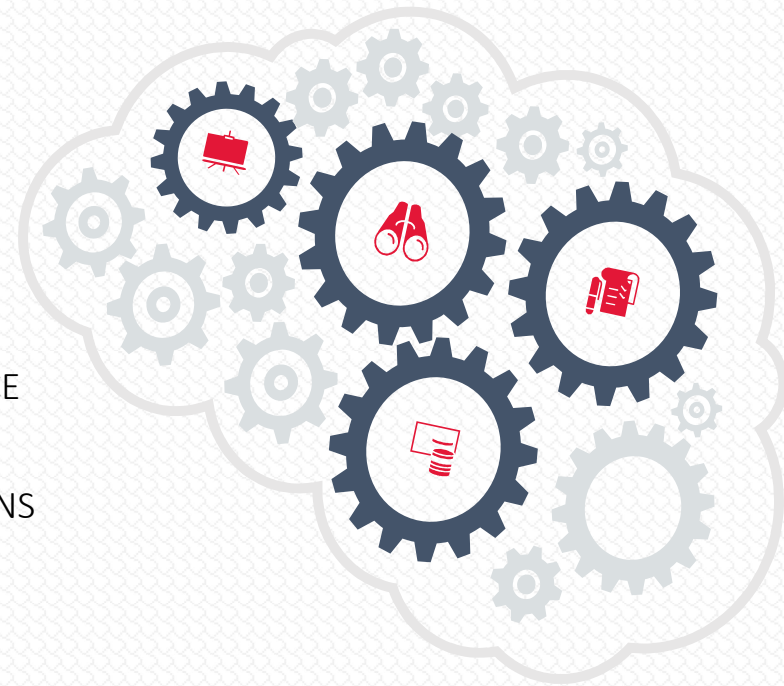
RECORDING OF LECTURES



TESTING ACCOMMODATIONS

ACADEMIC SERVICES OFFERED

- | | | | |
|--|--------------------------------|--|-------------------------|
|  | ACADEMIC ACCOMMODATION PLAN |  | PERSONAL COUNSELING |
|  | ACADEMIC COUNSELING |  | PROBATION COUNSELING |
|  | CAREER COUNSELING |  | REGISTRATION ASSISTANCE |
|  | DISABILITY MANAGEMENT |  | STUDENT EDUCATION PLANS |
|  | LEARNING DISABILITY ASSESSMENT | | |



HOW TO REGISTER WITH DSP&S

1

Attend a DSP&S Student Orientation

Orientation will be held on Tuesday, August 14, 2018 at 10:00 AM in the Student Center.

2

Attend an Intake Appointment with a DSP&S Counselor

For more information, visit www.dspandseu.org or call 408-950-2200.

DSP&S SUMMARY REPORT

2017-2018 Academic Year

2,291

2018-2019 Academic Year

2,390

↑ 4.3%

2017-2018

DSP&S STUDENTS SERVED BY DISABILITY CATEGORY



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DSPS & Faculty

Promoting Private Self-Disclosure/**Syllabus Statement**

- It is a good idea to invite students to privately self-disclose their need for disability-related adjustments and auxiliary aids. An accessibility statement should be made on the first day of class, and a similar written statement should be included in the course syllabus.
 - Such a statement might state, "*Students needing academic accommodations based on a disability must contact the Disabled Student Program & Services Office at (562)938-4558 (LAC) or (562) 938- 3921 or present in person at LAC- A1134 or PCC- GG107. As the professionals delegated authority from the campus to determine reasonable disability accommodations, DSP&S will assess all requested accommodations and communicate appropriately with faculty. In the event that a student has approval for proctoring arrangements during exams, please inform your respective professors before date of exam(s). When possible, students should contact the DSP&S prior to or within the first three weeks of the semester, as reasonable notice is needed to coordinate accommodations. For more information, visit <https://www.lbcc.edu/disabled-student-services>.*"
-

OBTAINING NOTIFICATION FOR THE NEED FOR ACCOMMODATIONS

- If a student is requesting accommodations for your respective course, you will be notified via email to log into your Faculty Portal to access their accommodation letter.



**LONG BEACH
CITY COLLEGE**
www.LBCC.edu

Disabled Students Programs and Services

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	tel 562.938.4111 fax 562.938.4118
<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	tel 562.938.4111 fax 562.938.3912

Dear Professor

One of your students is registered with Disabled Student Programs & Services and has an accommodation letter ready for your review and confirmation.

Please click on the link below to login and review the letter:

<https://clockwork.lbcc.edu/clockwork/user/instructor/default.aspx>

If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

Pacific Coast Campus	Liberal Arts Campus
1305 East Pacific Coast Highway Long Beach, CA 90806 (562) 938-3921 Room: GG-107 Mon - Thurs: 8:00am - 6:00pm	4901 East Carson Street Long Beach, CA 90808 (562) 938-4558 Room: A-1134 Mon - Thurs: 8:00am - 6:00pm

FACULTY PORTAL



Courses

Accommodation letters

Help

Instructor Information

Welcome to the Long Beach City College Disabled Students Programs & Services Instructor Information website. You can use this website to:

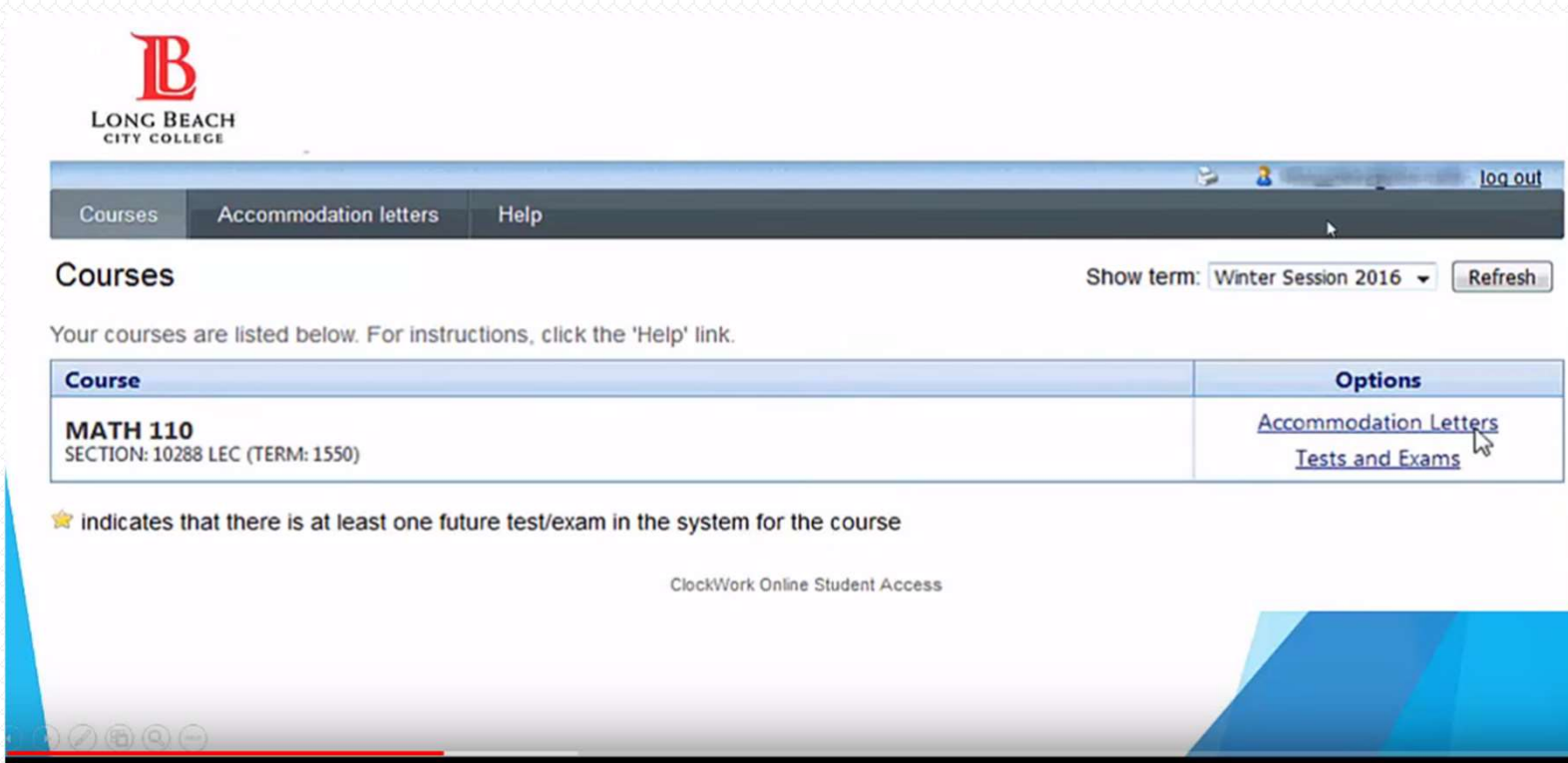
- View DSPS approved accommodations that have been provided to your students
- Tell us about your upcoming mid-terms, finals or quizzes

Email notifications from the Clockwork system will be directed to your preferred email address as you set using your PeopleSoft account. You may update your preferred email address by logging into PeopleSoft and navigating to [this page](#). If you have any further questions, please refer to this [Instructional Guide](#) or this [Instructional Video](#). When coordinating tests with our testing office, please review our [Testing Center Policy](#).

You may click the courses link in the menu above to get started. You will be asked to login using your Long Beach City College employee ID number and PeopleSoft password.

DSPS LAC Campus: A-1134, (562) 938-4558 | DSPS PCC Campus: GG-107, (562) 938-3921 | TTY: (562) 938-4833

FACULTY PORTAL



The screenshot displays the Faculty Portal for Long Beach City College. At the top left is the college's logo, a red 'LB' with 'LONG BEACH CITY COLLEGE' below it. A navigation bar contains links for 'Courses', 'Accommodation letters', and 'Help'. On the right of this bar is a 'log out' link. Below the navigation bar, the 'Courses' section is active, showing a 'Show term:' dropdown set to 'Winter Session 2016' and a 'Refresh' button. A message states: 'Your courses are listed below. For instructions, click the 'Help' link.' A table lists the courses, with one entry for 'MATH 110' (SECTION: 10288 LEC (TERM: 1550)). The table has two columns: 'Course' and 'Options'. The 'Options' column for MATH 110 contains links for 'Accommodation Letters' and 'Tests and Exams'. A star icon with a note explains that it indicates at least one future test/exam. At the bottom, there is a link for 'ClockWork Online Student Access' and a set of small navigation icons.

LONG BEACH CITY COLLEGE

[Courses](#) [Accommodation letters](#) [Help](#) [log out](#)

Courses

Show term: Winter Session 2016 [Refresh](#)

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MATH 110 SECTION: 10288 LEC (TERM: 1550)	Accommodation Letters Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

[ClockWork Online Student Access](#)


FACULTY RESPONSIBILITIES FOR TESTING

- Provide accurate exam dates to students in advance.
 - Students must schedule their testing appointments at least 5 business days in advance.
 - Submit exams to DSP&S
 - Three ways to submit:
 1. Via your Clockwork Faculty Portal
 2. Via email to dspstest@lbcc.edu
 3. In person at our Proctoring Center: LAC- A1137, PCC-GG107
 - We ask that exams be submitted at least 24 hours in advance of the scheduled exam.
 - Provide Testing Instructions
 - Provide DSPS with the same testing instructions you will give to the class (e.g. closed book/note, open book/note, calculator, etc.). Additionally, how long the class has to complete their exam.
 - Online exams: For timed online exams, please remember to add extended time for students with accommodations, including those taking the exam at the DSPS Testing Center.
-

WORKING WITH **SERVICE PROVIDERS**

- Student (s) in your course may qualify for interpretation services as a reasonable accommodation. These services are facilitated via service providers: American Sign Language Interpreters or Real Time Captioners, to ensure an equivalent educational experience, regardless of disability. Service providers help bridge the communication gap by listening in class and translating lectures and discussion into sign language or real time captioning.
 - Interpreters often work in teams. If classes are more than an hour in length or content is complex, there will be two interpreters in the class.
 - Interpreters DO:
 - Interpret all spoken information and/or conversations for students
 - May ask instructor/speaker for clarification, pre-conference with instructor/speaker
 - Interpret for the student, the instructor, and classmates
 - Interpreters DO NOT:
 - Elaborate or add additional information to spoken messages, interject personal opinions or assist a student with school work.
 - Tutor students or help with class assignments
 - Talk with instructors about student performance
 - Counsel students and help with problems
-

FACULTY RESOURCES

**LONG BEACH
CITY COLLEGE**

**FACULTY & STAFF PARTNERSHIP GUIDE
FOR STUDENTS WITH DISABILITIES**

Accommodations Partnership for Students with Disabilities
The commitment to providing equal access to educational opportunities and full participation for students with disabilities and the facilitation of accommodations is an interactive partnership between students, faculty and the Disabled Students Programs & Services (DSPS) staff.

Student Responsibilities

- Attend DSPS Orientation and complete an intake appointment
- Provide DSPS with the required documentation and/or forms (medical, psychological, educational, etc.) to verify disability and support for services.
- Follow the procedures for requesting accommodations for each semester in which the accommodation is needed.
- Send AAP letter to professors via Online Student Portal.
- Notify DSPS of any problems or concerns related to accommodations.

DSPS Responsibilities

- Engage with student in interactive process to identify reasonable and effective academic adjustments.
- Inform student of the proper procedure for students to request for approved accommodations.
- Create an Academic Accommodations Plan (AAP) for students to send to their respective faculty members.

Questions? **Contact DSPS:** (562) 938-4558 LAC, (562) 938-3921 PCC
dspd-staff@lbcc.edu
LAC: A1134 PCC: GG107

Academic Counseling www.lbcc.edu/counseling LAC-A1111, PCC- GG-202	562-938-4561, LAC 562-938-3920, PCC
Student Health Services www.lbcc.edu/student-health-services LAC-A1010, PCC-GG-117	562-938-4210, LAC 562-938-3992, PCC
Mental Health Services-Phone Intake www.lbcc.edu/post/mental-health-services	562-938-3987
Evening Safety Escorts www.lbcc.edu/college-safety-and-campus-police	562-938-4910, LAC 562-435-6711, PCC
Title IX <i>Refer Student to Ramon Knox, Dean of Student Affairs</i> <i>Consult Gene Durand, AVP, Human Services</i>	562-938-4038 562-938-4095
Veteran Services www.lbcc.edu/veterans-services LAC-E-08L, PCC- GG-102	562-938-4162, LAC 562-938-3929, PCC

**LONG BEACH
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**Disabled Student Programs &
Services Faculty Resource Guide**



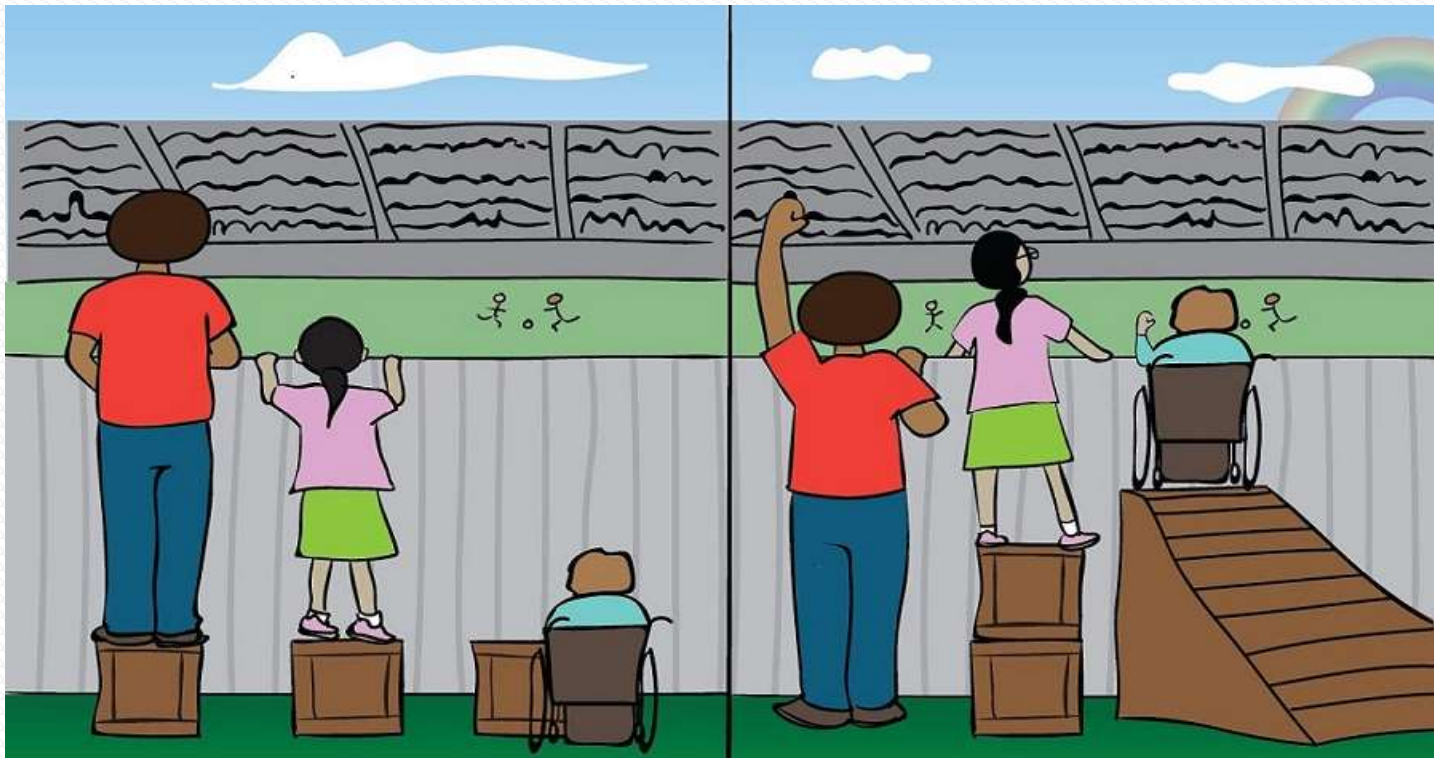
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CONTACT US

- Disability Support Services Specialists:
 - Bernadette Gonzalez (LAC)
 - Phone: (562) 938-4669
 - Email: bgonzalez@lbcc.edu
 - Mia Vancil (LAC & PCC)
 - Phone: (562) 938-4274
 - Email: mvancil@lbcc.edu
 - April McGlothan (PCC)
 - Phone: (562) 938-3209
 - Email: amcglothan@lbcc.edu
 - Director: Maria Ek Ewell
 - Phone: (562) 938-4039
 - Email: mekewell@lbcc.edu
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EQUALITY VS. EQUITY





THANK YOU