Disabled Students Program & Services (DSP&S)

Long Beach City College
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
Email: dsps-staff@lbcc.edu
VP: (562) 353-4217

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
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
- Liaison Assistance
- Print Enlarger & Magnifier
- Priority Enrollment
- Real Time Captioning
- Recording of Lectures
- Testing Accommodations
ACADEMIC SERVICES OFFERED

- ACADEMIC ACCOMMODATION PLAN
- ACADEMIC COUNSELING
- CAREER COUNSELING
- DISABILITY MANAGEMENT
- LEARNING DISABILITY ASSESSMENT
- PERSONAL COUNSELING
- PROBATION COUNSELING
- REGISTRATION ASSISTANCE
- STUDENT EDUCATION PLANS
HOW TO REGISTER WITH DSP&S

1. Attend a DSP&S Student Orientation

2. Attend an Intake Appointment with a DSP&S Counselor
DSP&S SUMMARY REPORT

2017-2018 Academic Year

2,291

2018-2019 Academic Year

2,390

↑ 4.3%

DSP&S STUDENTS SERVED BY DISABILITY CATEGORY

2017-2018

Acquired Brain Injury: 70
ADHD: 253
Autism Spectrum: 206
Learning Disabled: 382
Mobility Impaired: 163
Other Disability: 545
Psychological Disability: 468
Visually Impaired: 37
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.

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

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

DPSLAC Campus: A-1134, (562) 938-4558 | DSPS PCC Campus: GG-107, (562) 938-3921 | TTY: (562) 938-4633
FACULTY PORTAL
FACULTY RESPONSIBILITIES FOR TESTING

➢ Provide accurate exam dates to students in advance.
   o Students must schedule their testing appointments at least 5 business days in advance.

➢ Submit exams to DSP&S
   o 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
   o We ask that exams be submitted at least 24 hours in advance of the scheduled exam.

➢ Provide Testing Instructions
   o 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**

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**FACULTY & STAFF PARTNERSHIP GUIDE 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 Student Programs & Services (DSPS) staff.

- **Student Responsibilities**
  - Attend DSPS Orientation and complete an intake appointment
  - Provide DSPS with the required documentation andaira (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 Accommodation Plan (AAP) for students to send to their respective faculty members.

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**Questions? Contact DSPS:** (562) 938-4538 LAC, (562) 938-3927 PCC  
disdps@lbcc.edu

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<tr>
<th>Category</th>
<th>Contact Information</th>
<th>Phone Numbers</th>
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<tbody>
<tr>
<td>Academic Counseling</td>
<td><a href="http://www.lbcc.edu/counseling">www.lbcc.edu/counseling</a></td>
<td>656-938-4611 LAC</td>
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<td></td>
<td>LAC AS111, PCC: GG-202</td>
<td>656-938-3920 PCC</td>
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<td>Student Health Services</td>
<td><a href="http://www.lbcc.edu/student-health-services">www.lbcc.edu/student-health-services</a></td>
<td>656-938-4070 LAC</td>
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<td>LAC AS109, PCC: GG-117</td>
<td>656-938-3912 PCC</td>
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<td>Mental Health Services - Phone Intake</td>
<td><a href="http://www.lbcc.edu/mental-health-services">www.lbcc.edu/mental-health-services</a></td>
<td>656-938-3907</td>
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<td>Evening Safety Escorts</td>
<td><a href="http://www.lbcc.edu/college-safety-and-campus-police">www.lbcc.edu/college-safety-and-campus-police</a></td>
<td>656-938-4910 LAC</td>
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<td>656-938-6711 PCC</td>
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<td>Title IX</td>
<td>Peter Student or Ramon Cruz, Dean of Student Affairs</td>
<td>656-938-4028</td>
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<td>Consultant Center, AIP, Human Services</td>
<td>656-938-4015</td>
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<td>Veteran Services</td>
<td><a href="http://www.lbcc.edu/veterans-services">www.lbcc.edu/veterans-services</a></td>
<td>656-938-4162 LAC</td>
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<td>LAC AS108, PCC: GG-102</td>
<td>656-938-3921 PCC</td>
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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
THANK YOU