

Disability Support Services Remote Access Plan for DSS Services

ON CAMPUS PROCESS

REMOTE PROCESS

RESOURCE NEEDS

New Student Intakes

Student brings in DSS Application and Verification.
DSS sends for verification or student brings in verification.
DSS schedules intake appointment.

New Student Intakes

Student submits DSS application online at dssapplication@swccd.edu.
DSS emails student regarding verification.
Student submits verification online through secure MySWC OR DSS sends verification request to provider with instructions to scan back to dss@swccd.edu.

New Student Intakes

Assigned staff to monitor DSS email.
Include instructions on DSS website.
Email high schools with process.
Student internet/computer access.

Eligibility Packet & Accommodations

After verification is received, student is scheduled for a one hour appointment with DSS counselor.
Interactive process:
Accommodations authorized
Accommodations emailed to student

Eligibility Packet & Accommodations

Student is scheduled one hour Cranium Café meeting with counselor.
Interactive process:
Accommodations are authorized.
Accommodations sent to Robert to email to student. Student emails accommodations to Instructors.

Eligibility Packet & Accommodations

Counselors access to SARS, Colleague, Perceptive.
Access and training for Cranium.
Computers for counselors and staff.
Inform students on website and by emails regarding new procedures.

Learning Disability Assessments

Student schedules an LD screen appointment with LD Specialist.
Based on screening, student is scheduled for LD assessment.
LD Assessment – three 2 hour individual appointments.
LD results appointment – review.

Learning Disability Assessments

Student submits request for an LD assessment to dss@swccd.edu.
Student is scheduled for an LD Screen appointment on Cranium.
Based on this information, student sent LD Intake form to complete at home.
Student is scheduled Intake appointment over Cranium.
Based on intake, LD Specialist may authorize temporary test accommodations until LD assessment can be completed.
Student will be scheduled a Cranium appointment to review/authorize accommodations.

Learning Disability Assessments

Inform students of process on DSS website, emails.
Faculty access to Colleague, Perceptive and SARS.
Access and training on Cranium.
Staff monitor DSS email.
Staff access to computers, internet, ability to scan.

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ON CAMPUS PROCESS

Academic Counseling and Student Education Plans

Student schedules appointment with a Counselor. Counselor has access to student records and resources to complete SEP. SEP is provided to student and scanned into Perceptive Content. Notes are recorded in Colleague.

REMOTE PROCESS

Academic Counseling and Student Education Plans

Student emails questions about classes to dss@sswccd.edu and this is forwarded to counselor for response. Student contacts dss@swccd.edu and requests SEP appointment. SEP appointment is completed with Cranium. SEP is scanned and emailed to student. SEP is scanned into Perceptive Notes entered into Colleague.

RESOURCE NEEDS

Academic Counseling and Student Education Plans

Counselor access to Colleague, SARS, & Perceptive. Access and training for Cranium. Staff to monitor DSS email. Inform students of process on DSS website, email. Staff access to computers internet, ability to scan

WorkAbility Appointments/Services

Student makes an appointment to meet WA counselor. WA counselor meets with student to discuss WA plan. Counselor updates WA plan

WorkAbility Appointments/Services

Student emails WorkAbility counselor to schedule an appointment. Counselor meets with student over Zoom, Cranium, or telephone. Counselor updates WA plan.

WorkAbility Appointments/Services

Inform students of new process by email. Counselor access to Colleague, SARS, Perceptive Access and training for Zoom. Counselor access to computers, internet, scan.

High Tech Center

Student makes appointment with DSS staff for assistive technology training. Student competes Alternate Media Request for alt media needs. Student works with HTC for alt media.

High Tech Center

No in-person HTC lab or training. Student emails HTC re: alt media or assistive tech requests at swchtc@swccd.edu HTC schedules Cranium or phone meeting to discuss needs/training. HTC emails student with assist tech resources.

High Tech Center

Staff access to files, accommodations, tech. Staff access to computers. Cranium training.

Request for Accommodations

Student comes into DSS office to request accommodations. Student emails DSS to request accommodations. DSS emails accommodations to student. Student provides instructor with accommodators from DSS.

Request for Accommodations

Student emails DSS to request Accommodations at dss@swccd.edu. DSS emails student their accommodations. Student emails accommodations to Instructor. Instructor emails DSS with any questions.

Request for Accommodations

Inform students of process on DSS website, by emails. Staff remote access to DSS database. Staff access to Colleague, Perceptive, SARS. DSS email to faculty.

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ON CAMPUS PROCESS

Note-taking

Student is authorized note-taking.
Student works with instructor to find a volunteer note-taker.
Student provides note-taker with NCR paper.

REMOTE PROCESS

Note-taking

Student reminds instructor of need for note-taker.
Instructors are encouraged to include notes and study guides within Canvas.
Student emails DSS with any concerns.

RESOURCE NEEDS

Note-taking

Email to faculty.
Email to students.

Test Proctoring

Student has instructor sign TARF.
Student brings TARF to Test Proctoring Center 5 days before exam.
TP Center schedules exam.
TP Center notifies instructor of exam.
Instructor sends exam to TP Center.
Student takes exam at TP Center with accommodations.
TP Center returns exam to Instructor.

Test Proctoring

Online exams – student reminds instructor of their accommodations.
Student emails TP Center at dssproctor@swccd.edu to request accommodations for upcoming exam.
TP Center emails accommodations for Instructor.
Instructor sets Canvas for extended time.
Student will use screen reading technology for reader accommodation.

Test Proctoring

Email has been sent to students to check with instructors about online accommodation email DSS with any questions.
Email has been sent to Instructors about online accommodations.

DSS Courses

In-person credit and noncredit

DSS Courses

All DSS credit courses are using Canvas to continue instruction and communicate with students.
All DSS noncredit courses are using distributed instruction (packets, etc)

DSS Courses

Guidance from Non Credit about options for students who cannot use online instruction.
How is NonCredit handling this?