The following is important information about receiving and using accommodations and support services through DSPS. Services and accommodations are authorized on an individual basis by DSPS Counselors and are based on your verified disability(ies) and the accompanying educational limitations as discussed with you.

Please note that it is your responsibility to establish your status as an active DSPS student each semester. You must meet with a DSPS Counselor once per semester to update your records/file. Failure to do so may prevent you from receiving Priority Registration and other support services. It is your responsibility to request specific accommodations from your instructor and DSPS each semester. Accommodations are not put into place until you make a request in a timely manner.

REGISTRATION ASSISTANCE/ACADEMIC COUNSELING
DSPS counselors are available for specialized disability-related academic counseling appointments. During registration periods, recommendations can be made to help you plan a reasonable schedule to increase the likelihood of success in your enrolled classes. Counselors are also available by appointment to help you with disability-related issues, academic counseling and concerns you may have during the semester.

PRIORITY REGISTRATION
DSPS students may be eligible for Priority Registration if approved as an accommodation. Priority Registration means you can register on the first day of registration. Students are expected to use this (and all) accommodations responsibly. As with all DSPS services, if Priority Registration is not used appropriately, then the student may be suspended from receiving this accommodation. Appropriate use of Priority Registration means you request accommodations immediately after registering. Also you need to schedule breaks in between classes if you are to receive testing accommodations. Ask your Counselor about the appropriate use of Priority Registration.

FACULTY NOTIFICATION LETTERS
It is your responsibility to come to the DSPS office PRIOR to the start of each semester to pick up your Faculty Notification Letters. No appointment is needed. Except for extenuating circumstances, this accommodation request should not be made after the start of the semester. This letter should be shown to your instructors at the beginning of the semester (preferably during an office hour) to let them know that you are a student registered with DSPS and that you may be using accommodations in class. DSPS advises students to communicate with their instructors about their individual needs.

AUDIO RECORDING
As a method of note-taking assistance, you may be authorized to use an audio recorder or Livescribe Pen to record your classes. All you need to do in order to utilize your audio recording accommodation is to show your instructor the Faculty Notification Letter. Students find that purchasing a digital recorder is the most useful strategy for recording classes. The Livescribe Pen is also an excellent tool for note-taking. Visit our High Tech Center for more information about the Livescribe Pen. You must sign a form acknowledging that you are aware of the policies and laws regarding the use of audio recordings.
NOTE-TAKING ASSISTANCE
If approved, a volunteer peer note-taker may be utilized while you are in attendance in class. A peer note-taker is a student in your class who takes their notes on NCR (carbon copy) paper which produces a copy of the notes for you. The instructor of the class finds the peer note-taker with DSPS guidance. In order to receive note-taking assistance, you will need to go to the first day of class to determine if notes will be provided by the instructor, or if a peer note-taker will be needed. If you have determined that a peer note-taker is needed, then you can come to DSPS to make the request after the first class meeting. DSPS also can assist you with utilizing new technologies to assist you with note-taking such as the Livescribe Pen. ASK!

CLASS TEST ACCOMMODATIONS
Class test accommodations can include:

- Distraction reduced setting
- Extended time
- Other accommodations such as alternative text formats, adaptive computers, assistive technology, or a private room

It is recommended and ideal if instructors provide the prescribed class test accommodations. If this is not possible, then instructors and students may use DSPS for their accommodations according to the established policies and procedures that you can find in the Student Agreement for utilizing test accommodations. This document describes the specific instructions on how to use your class test accommodations. You will sign this agreement each semester while attending COD.

HIGH TECH CENTER CLASSES AND SUPPORT
All DSPS students have access to our High Tech Center (HTC). At the DSPS High Tech Center, students have full access to MyCOD, including Email, WebAdvisor, Canvas and Library Databases. Students can also visit the HTC to study, complete homework assignments, perform research and even register for classes!

The HTC also offers classes and workshops that are very popular with our students and increase their likelihood of being successful at COD. Drop in and talk to one of the HTC staff. You can also contact the HTC instructor to find out more about the workshops and classes.

ADAPTIVE PHYSICAL EDUCATION COURSES
Courses that have been adapted for students with disabilities include:

- Aquatics
- Badminton
- Golf
- Weight Training and Fitness
- Tennis
- Yoga

REFERRALS FOR TUTORING CENTER
Tutoring for all COD students is conducted in the Tutoring and Academic Skills Center (TASC). If you feel that you have a need beyond what is available to you in TASC, you should come to the DSPS office to discuss alternative strategies with a DSPS Counselor. You must try the available services in TASC first before making a special request through DSPS.
ALTERNATIVE MEDIA ACCOMMODATIONS
Alternative media accommodations are used to provide an alternate format of your textbooks and other text-based materials. This enables you to access your reading in an audio or electronic version. There are a few different formats that are commonly used.

- Kurzweil is an electronic audio/visual format for reading textbooks. It enables you to read your textbook on the computer using a specialized program. This program reads your textbook out loud while highlighting each word as it reads. It also has a number of study tools that help students to better understand what they are reading.
- Braille, e-text, and other formats are available for students with vision impairments.

All alternative media accommodation requests will be processed in the order they are received. These alternative formats take time to produce, so it is important to make your request in the DSPS Office immediately AFTER you register for classes. Bring your textbooks and proof of purchase to DSPS as soon as possible but well before the semester begins. If you require Braille, and because it takes so long to create, you may make your request before you purchase your texts but DSPS will not release the alternative formats to you until you show the textbook along with a valid receipt of purchase for the textbook.

PLEASE NOTE: FAILURE TO USE ANY DSPS ACCOMMODATION OR SUPPORT SERVICE IN A RESPONSIBLE MANNER MAY RESULT IN SUSPENSION OF THE SERVICE OR ACCOMMODATION.