

Your Dual Enrollment Class at College of the Desert

How College Disability Services are Different from High School

- **Services are voluntary:** Student is responsible for requesting services through DSPS in college classes. Students must provide disability verification and complete the DSPS registration process to access services. Services are voluntary and not automatically transferred from high school.
- **Disability information is confidential:** College professors do not have access to disability information; it is up to the student whether they want to share. The student provides the DSPS Faculty Notification Letter to the professor to request accommodations for a specific class.
- **Parents do not have access to college student records, including disability related information:** Students must sign a release form if they choose to share DSPS information with parents or other individuals.
- **Student is responsible for their success:** In college, success is not guaranteed, and the student is responsible for completing assignments and advocating for support and help when it is needed.
- **No fundamental course modifications are allowed:** Accommodations may not alter the fundamental nature of the college course or impose an undue burden on an institution.
- **Personal services and aides are not provided:** The college DSPS department can authorize the use of personal services or aides, but is not responsible for providing them.

Steps to Request DSPS Accommodations for your Dual Enrollment Class

1. **Contact [Disabled Students Programs and Services \(DSPS\)](#):** Three weeks BEFORE classes start, contact DSPS to start the request process.
2. **Provide Your Documentation:** Provide a copy of your IEP, 504 Plan, or other type of [Verification of Disability Documentation](#) (temporary or permanent). Documentation can be emailed to dsps@collegeofthedesert.edu or hand delivered to the Palm Desert Campus DSPS office.

3. **Complete the DSPS Online Application for Services:** The application will be emailed to your COD email account.
4. **Schedule your DSPS Intake Appointment:** Once your DSPS Online Application has been completed, DSPS will contact you to set up your DSPS Intake Appointment.
5. **Attend your DSPS Intake Appointment:** Meet with your DSPS Counselor to create your Academic Accommodation Plan (AAP) for your Dual Enrollment Courses. Note that you will need to attend your Intake Appointment to have accommodations put into place.

Steps for Success in your Dual Enrollment Class

1. **Log into the [MyCOD Student Portal](#):** Use Canvas to access your course information and attend each class!
2. **Email your Professor your DSPS Faculty Notification Letter:** Your professor will need you to share your Faculty Notification Letter with them, so that they know what accommodations you are requesting. We recommend that you email your letter to your professor-within the first week of the class. Please contact the DSPS office for your current letter.
3. **Meet with your DSPS Counselor:** Request an appointment via [email](#) or call 760-773-2534 to check in with your DSPS Counselor throughout the semester as needed, especially if you are experiencing challenges.
4. **Know your Grade and Request Feedback from your Professor:** It is important that you know what your grade is in your class at all times. If you are confused about how to calculate your grade, ask your professor for help. You can also ask them for feedback on how you can improve your grade.
5. **Access Campus Resources and Support:** As a College of the Desert student you have access to the [Tutoring and Academic Skills Center](#) and [Student Services](#). Take advantage of these helpful and supportive services.