



KnOWLedge Is Power

A DSPS Newsletter

Volume 1, Issue 1
Spring 2017



WELCOME TO OUR NEWSLETTER

Coordinator's Corner

The Disabled Students Program and Services (DSPS) Department is proud to introduce to you the first issue of KnOWLedge Is Power, a DSPS newsletter. The purpose of this newsletter is to provide important, interesting and fun information and activities to Citrus College employees and students. KnOWLedge Is Power will be issued once each fall and spring semester. We hope you will take this opportunity to read the newsletter – enjoy!

In case you are not familiar with DSPS, our program provides support services, specialized instruction and academic accommodations to students with disabilities in order to fully participate and benefit equitably from the college experience. During the 2016-2017 academic year, we served 1,127 students with verifiable disabilities and we are still receiving new students! DSPS also guides other campus professionals in matters of educational accommodations and accessibility.

If you have any questions or would like to learn more about DSPS, please do not hesitate to contact us at 626-914-8675. We are here to help make your experience with DSPS a positive one. We look forward to meeting you!

IN THIS ISSUE

- 2 New to DSPS?
- 3 Tips From the Front Desk
- 5 Self Advocacy Workshops
- 6 Meet our Student Workers

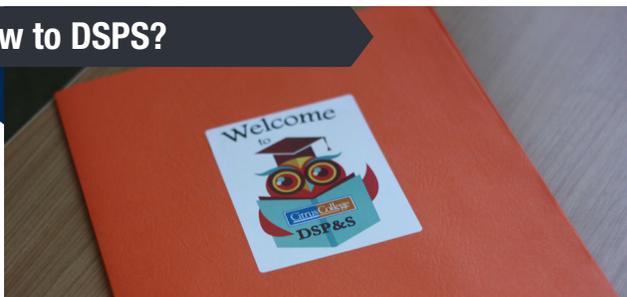
OFFICE HOURS

Monday – Thursday:
8 a.m. to 5 p.m.
Friday: 8 a.m. to 4:30 p.m.

OFFICE LOCATION

Students Services
Building, SS 133
(next to the Art & Coffee Bar)

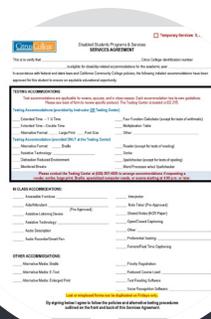
New to DSPS?



Services are available to all currently enrolled Citrus College students who have a documented disability. Getting started with our program is simple, so if you think DSPS accommodations can help you succeed in the classroom, do not hesitate to get started. Services are individualized; learn more about accommodations by visiting our office or reviewing our website.

Documentation of Disability

Disability documentation is essential for determining barriers in education and providing accommodations or services. Students register with DSPS by providing documentation from a qualified source that verifies the nature of the disability, functional limitations, duration of the disability (temporary/permanent) and the need for accommodations. For more information regarding documentation guidelines or forms, please contact DSPS. Once a student's disability documentation is reviewed and approved by our department, the student meets with a DSPS counselor for an intake appointment where an Academic Accommodations Plan links the student's educational goals with prescribed accommodations.



Services Agreement and Priority Registration

Service Agreements are good for one academic year; students are required to review accommodations with a DSPS counselor twice a year to keep their files updated. To maintain priority registration students must make these appointments during designated time frames. Important dates and reminders can be found on the DSPS webpage (citruscollege.edu/stdntsrv/dsps).

If you want to have your accommodations in place on the first day of classes, then be sure to complete your appointments no later than two weeks prior to the first day of classes.

Documentation Drop Off

DSPS counselors/learning disabilities specialists review documentation of disability prior to initial intake appointment.

Intake Appointment

The intake appointment will cover DSPS services and accommodations the student is eligible to receive, educational goals and DSPS policies.

Accommodation Orientation

Students will become more familiar with the services offered by DSPS and using accommodations in the classroom by making an appointment with the DSPS educational advisor.

Alternate Media Orientation

Students who qualify for alternate media will meet with the alternate media specialist for hands on learning.

Additional Appointments

Some students may require additional appointments, including learning disability testing, smart pen training or note-taker orientation.

Social Media

CitrusDSPS
Citrus College Disabled Students Programs and Services
docs.google.com/forms/d/e/1FAIpQLSFVEGZrHIB...

Almost everything will work again if you unplug it for a few minutes. Including you.

CAREERS IN STEM WORKSHOPS
WEDNESDAY, APRIL 6, 2017 10-11 AM
THURSDAY, APRIL 13, 2017 10-11 AM

Citrus College Foundation Scholarship
SUCCESS STARTS HERE

Instagram: @CitrusDSPS

Citrus College DSPS
@citrusdsps

Home About Photos Reviews Likes Videos Posts

Enjoy your Spring Break (April 17-21)!

Facebook: @CitrusDSPS



Emmy Madrid

Front Desk 5



1. To Apply: provide a copy of your Individualized Education Plan (IEP), psychoeducational report, mental health or physical disability documentation.

No Documentation?

Call to see if you are eligible for learning disability testing!

2. Information Needed: when calling or coming to the office, please have your student ID number ready. It is also important to keep your phone number updated with our office.

3. Self-Advocacy: feel free to bring a parent/guardian, but be prepared to interact with us. We want to connect with you as the student to make your experience with DSPS a positive one!

4. Help US Help YOU: carry your orange intake folder with your books – it only weighs a few ounces! It helps us keep you on track and organized when you drop in with questions.

5. Stay Connected: visit, like and follow us to receive notifications! We are on Facebook, Instagram and on the web:

facebook.com/citrusdsps

instagram.com/citrusdsps

citruscollege.edu/stdntsrv/dsps

Or, email Emmy Madrid, DSPS Secretary at:

emadrid@citruscollege.edu

Appointment Policy Review

Plan ahead: It is the student's responsibility to schedule and attend appointments in a timely manner.

Be respectful of the counselors' time: In order to avoid having your appointments restricted to same day appointments, keep these important factors in mind: 1) same day cancellations are counted as a NO SHOW, and 2) three NO SHOWs restrict students to same day appointments. In the event a student is restricted to same day appointments, he or she will need to check in with the DSPS office to inquire about a drop-in appointment.



Continuing Students

SELF-ADVOCACY QUESTIONNAIRE



Recent Changes

If you are a continuing or returning student with DSPS, you may have noticed changes to some of your appointments. As Citrus College has combined summer and fall registration on the same date, the DSPS office has combined Update and Priority Registration appointments to ensure all students are prepared for their next semester. This also means earlier deadlines to receive Priority Registration. The summer and fall 2017 deadlines have passed; winter and spring 2018 appointments can be booked starting in July. Stay up to date by following us on Facebook or Instagram.

Priority Registration

DSPS students still need to meet with a DSPS counselor every semester to receive priority registration for the following semester/term. A DSPS counselor can help ensure that students meet all requirements to receive priority registration. Some students may require a Petition to Retain Priority Enrollment (citruscollege.edu/ar/Documents/PetitiontoRetainEnrollmentPriority.pdf) for a GPA below 2.0. It is the student's responsibility to request the aforementioned petition from the counselor.

By filling out the self-advocacy questionnaire, you can provide important information about self-advocacy skill development at the college level.

Self-advocacy refers to an individual's ability to effectively communicate, convey, negotiate or assert his or her own interests, desires, needs and rights. It involves making informed decisions and taking responsibility for those decisions. This may include understanding your strengths and weaknesses, communication skills, assertiveness skills, interpersonal skills, and how to request accommodations from your instructors. These are critical skills needed for college success.

Returning and continuing DSPS students may **complete this brief survey** through the link below or in person at the DSPS office.

<https://tinyurl.com/lqfocr2>

WINTER/SPRING PRIORITY REGISTRATION

Disabled Students Programs and Services (DSP&S)

Name: _____ ID: _____

July 19—October 19	Appointment window to update file for Winter/Spring Priority Registration*
October 31	View Registration Appointment date and time in Wingspan*
November 2	Deadline to contact DSPS if date to register does not match NOV 13*
November 13	Winter and Spring Priority Registration begins*
January 8—February 15	Winter Session (6 weeks)
February 21—June 15	Spring Semester (16 weeks)

Schedule SPG w/ _____

Be advised: **TO MAINTAIN PRIORITY REGISTRATION** students must:

Complete the Math/English Assessment	Have a current Student Educational Plan (S.E.P.)
Complete Orientation	Have fewer than 100 degree applicable units
Maintain good academic standing (2.0 GPA or higher)	Maintain good academic progress
Meet with a DSPS counselor during designated priority registration time periods	

(See a DSPS counselor for a Petition to Retain Enrollment Priority if your GPA is below 2.0)

Student Signature _____ Counselor Signature _____ Date _____

*Dates Subject to Change ~ View website for updates

Semester Planning

FYI: for continuing DSPS students, the Semester Planning Guides (SPG) may still be requested by students, but are no longer required to receive priority registration. SPGs can help take the stress out of registration day by mapping out classes prior to registration day.



The Disabled Students Program & Services Department is proud to present

"Self Advocacy Series"



Self Advocacy is an important element for students on their professional road to success. Sign up to participate in these workshops and learn valuable tools to use in your classes.

SIGN UP TODAY @ the DSP&S FRONT DESK

WORKSHOPS

Food for Thought

"Be kind, for everyone you meet is fighting a hard battle."

Socrates

Food for Fuel

"It's no secret that bananas and peanut butter are a power packed match made in heaven!"

Spread banana with peanut butter and dip in your favorite trail mix for added crunch!

For more end-of-school study snacks, visit:

www.foodnetwork.com



WORKSHOPS

Did you know that DSPS offers FREE one on one workshops to develop self-advocacy skills? By participating in these self-advocacy workshops, you may learn how to:

- Effectively express yourself in the classroom
- Understand your strengths and the academic skills you need to work on
- Use eye contact and other body language appropriately
- Request accommodations with confidence
- Stand up for yourself in a respectful manner

Stop by the DSPS office to learn more and to sign up for a workshop!



Meet our Student Workers!



Melanie

Melanie White | Front Desk Student Aide

Job Responsibilities: I answer calls, make appointments for students and assist in keeping the office organized.

Major: Mathematics

Future Plans: I plan on transferring to UCLA or Berkley. I hope to become a math professor at a community college. I have loved my professors here at Citrus and I hope to impact my future students in the same way.

Favorite Part of Working for DSPTS? My favorite part about working in the DSPTS office is interacting with all of our amazing students. I also have a huge respect for our counselors and staff; they have so much compassion for our students.

Melanie's Tips for Success: Never say you can't do something. Maybe you aren't able to *yet*; but, with practice and persistence, you can do anything you set your mind to.

Ieman Abu-Hajar | Front Desk Student Aide and Note Taker

Job Responsibilities: In the office, I prepare counselor appointments by pulling and returning all student files. In addition, I take notes for a DSPTS student in her class. I really enjoy helping a student by doing this.

Major: Psychology/Pre Med

Future Plans: Ultimately, my career goal is to become a doctor with a specialty in the psychiatric field. I want to be psychiatrist because, as a professional in this field, I will be able to help assist those who need mental, physical and emotional attention. I plan to transfer to UCI, UCR or UCLA. These UCs have wonderful medical schools, so my goal is to become a part of one of these programs.

Favorite Part of Working for DSPTS? DSPTS is a friendly and compassionate work environment. The staff pulls together as team and makes me feel a part of it. Many DSPTS students struggle with tasks that come naturally to others, such as computer usage, asking questions and social engagement. It's very fulfilling to be able to help them with these things on a daily basis.

Ieman's Tips for Success: As a student myself, I would advise all students to stay educated. Education is the key to success. The knowledge you hold as a student is the pathway to your goals, whether they are short or long term.



Ieman



Sam

Samuel Florendo — "Sam" | High Tech Lab Student Aide

Job Responsibilities: I help students register for the college at CCCApply, set up email/network log ins, reset passwords, loan equipment, troubleshoot alternate media, assist students to access blackboard or WingSpan, and much more.

Major: Kinesiology

Future Plans: I will graduate at the end of the spring 2017 semester. I would like to transfer to CSULA or CSU Fullerton to major in Exercise Science.

Favorite Part of Working for DSPTS? People with disabilities, myself included, are often labeled and struggle to fit in socially. My favorite thing about working in DSPTS is showing students with disabilities the respect they are entitled to and giving them the inspiration they need to succeed. I want them to know they have a purpose and, if they need help, we are here to help them.

Sam's Tips for Success: Network with other students, find the best instructors to fit your learning style, create study groups or find one to join! Give yourself plenty of time to study and reach out to counselors at the first sign of struggle – don't wait until it's too late. DSPTS has taught me how to self-advocate, network and has empowered me for success!

DID YOU KNOW?

Did you know that specialized instruction is offered through DSPS?

It is recommended that students registered with DSPS take these educational assistance courses to support their learning and educational goal(s). Instructors are encouraged to refer students to these classes.



DSPS 090:

Empowerment for Students with Disabilities



DSPS 085:

E-Text Basics



Need help with self-advocacy?

Learn how to assert your needs and make informed decisions in college by taking **DSPS 090: Empowerment for Students with Disabilities**. Offered fall and spring semesters.

Check out what other students have said about this course:

"This class has helped me by giving me confidence in myself. After always saying 'I can't because of my disability,' I can now say 'I understand my disability.'"

"I didn't believe I could achieve my goals. After taking this class, I now believe that my goals are possible. I realize that everyone needs help. I am now proud to be a student with a disability."

"Thank you so much for the wonderful opportunity to learn all these new tools that I will take with me in my journey through school and life."

"When I first started school, I had no idea what rights I have, let alone what were accommodations. But since I started DSPS 090, I feel more able to accomplish my goals. So, accommodations are a great tool!"

"I've learned how to navigate the campus, talk to my professors and how to respond."

Need help with improving your reading skills?

Learn how to engage and interact with your reading in a whole new way by using Kurzweil 3000. Take **DSPS 085: E-Text Basics** to learn how to use text reading software. Offered spring semester.

Check out this video to learn more:

HIGHER EDUCATION WITH KURZWEIL 3000-FIREFLY
<https://youtu.be/MB3H8Y-DGxs>

NEW

Additional DSPS classes coming soon!

DSPS 088: Strategies for Stress and Anxiety Management

DSPS 092: Study Skills for Students with Disabilities

Adapted Testing Important Reminders

Show your DSPS Services Agreement to your instructor at least one week before an exam date to request test accommodations.

All exams must be taken on the same day and at the same time as the class. Taking a test on an alternate day or time due to time conflicts must be approved by your instructor before the exam date. The Testing Center needs to be aware of this arrangement from your instructor.

Make an appointment at the Testing Center one week before an exam only if you require the following accommodations: reader, scribe, large print, braille, specialized computer needs or exams beginning at 4 p.m. or later.

Any student found cheating or engaging in academic dishonesty while taking an exam at the Testing Center will be instructed to stop the test immediately. The Testing Center will inform your instructor in order to determine the consequences.

Be on time for your exam. A good strategy is to arrive 10 to 15 minutes before your test starts in order to settle in (i.e., get a drink of water, use the bathroom, practice relaxation techniques).

For additional information about Testing Accommodations, refer to the general policies on the back of your DSPS Services Agreement.



Citrus Community College District Board of Trustees

Dr. Barbara R. Dickerson, President
Azusa and portions of Duarte Representative

Dr. Patricia A. Rasmussen, Vice President
Glendora and portions of San Dimas Representative

Mrs. Joanne Montgomery, Clerk/Secretary
Monrovia/Bradbury and portions
of Duarte Representative

Dr. Edward C. Ortell, Member
Duarte and portions of Azusa, Monrovia, Arcadia,
Covina and Irwindale Representative

Mrs. Susan M. Keith, Member
Claremont and portions of Pomona and
La Verne Representative

Ms. Yachi Rivas
Student Trustee

Dr. Geraldine M. Perri
Superintendent/President

FOR MORE
INFORMATION,
CONTACT US.

Office Hours
(including the High Tech Center)

Monday – Thursday 8 a.m. to 5 p.m.

Friday – 8 a.m. to 4:30 p.m.

 Student Services Building,
first floor

 626-914-8675

 626-857-0687