



**Mt. San Jacinto College**  
**Disabled Students Programs and Services**  
**Student Handbook**

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## **BECOMING A DSPS STUDENT**

**Before you receive DSPS services, you must first become a current student of MSJC.**

### **1) APPLY TO THE COLLEGE:**

Go to [www.msjc.edu](http://www.msjc.edu) “prospective students-start here”. Fill out the on-line college application for admission (Note: High School Students must complete the High School Enrollment Packet and submit the necessary information to Enrollment Services for approval prior to the start of class).

### **2) OBTAIN YOUR USERNAME & STUDENT ID NUMBER:**

Click on link “What is my User ID and college ID?” (This may take up to 24 hours), or visit Enrollment Services for a temporary card.

### **3) COMPLETE THE ONLINE ORIENTATION:**

- Log in
- Click on “Student Eagle Advisor”
- Under Pre-Registration, select :Welcome to the Online Orientation”

### **4) TAKE THE COLLEGE ASSESSMENT FOR ACADEMIC PLACEMENT:**

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## **5) GENERAL COUNSELING:**

All first time students are advised to attend a New Student Counseling Session to meet with a counselor. Register at [www.msjc.edu](http://www.msjc.edu) and click on “Prospective Students - Start Here!”

## **6) VIEW THE DSPS STUDENT ONLINE ORIENTATION**

This is located on the DSPS website, “New Student, Step 2”.

## **7) MAKE AN APPOINTMENT with Disabled Students Programs and Services (DSPS)**

### **How to Prepare for your Appointment:**

The forms you will need for your first appointment are listed below. They are available on our MSJC DSPS website.

1. **Application**
2. **Student Rights & Responsibilities**
3. **Consent to Release Information**
4. **Disability Verification**

**YOU MUST BRING THE COMPLETED FORMS TO YOUR INTAKE APPOINTMENT** with a DSPS counselor. If you need assistance filling out the forms or have questions, arrive 15-20 minutes before your appointment time, and we will be happy to help you complete them.

Your accommodations will be determined based on the following forms.

## **DISABILITY VERIFICATION**

**Acceptable disability verification documentation:**

## **DSPS – REQUEST FOR SERVICES**

Every semester, after you have registered for your classes, you must submit your request for services on line on the DSPS web site. (If you “**ADD**” a course late, please remember that you will need to complete this action for that late course only).

1. Log into [www.my.msjc.edu](http://www.my.msjc.edu)
2. Click Student Eagle Advisor
3. Under Payment and Purchases, click DSPS Request for Services.
- 4.

## HELPFUL HINTS ADDENDUMS

### **Differences between High School and College** **What all students need to consider**

<b>High School</b>	<b>College</b>
Most learning is done in the classroom with the teacher’s guidance – learning is primarily the teacher’s responsibility	Most learning is done at home using the texts, handouts, and lecture notes – the student is responsible for his / her own learning
Special education teachers act as liaisons between the students and other teachers, administrators, and sometimes parents	Student is responsible for his / her own self-advocacy
Instruction is more experimental – the teacher may change styles if the students do not understand	Instruction is more often provided via lecture Students must adapt and learn new ways that will help them to succeed.
Fewer social distractions	More social distractions
Classes generally meet everyday	Classes meet less often
Classes are more structured – step-by-step instructions given	Tasks are less structured and students are held





## **STUDENT RIGHTS**

- My participation in DSPS is **voluntary**.
- My participation in DSPS will not limit me from getting other services offered by MSJC.
- As a qualified student with a verified disability, I have the right to receive reasonable academic accommodations based on my educational limitations and proper documentation in order to have access to activities, programs, and services.
- I shall not be discriminated against in any way on the basis of my disability.
- All of my records maintained by DSPS will be kept confidential.

## **STUDENT RESPONSIBILITIES**

- I will provide the DSPS office with documentation of my disability.
- I will meet with a DSPS Counselor to complete a Student Educational Contract (SEC) every **academic year**.
- I will make progress toward my academic goals outlined in my Student Education Contract (SEC).
- I will notify DSPS in **advance** if I am unable to attend scheduled appointments, failure to notify DSPS might result in the suspension of my services.
- I will return any equipment on loan from DSPS at the end of each semester, failure to do so will put a hold on my records.
- I will maintain appropriate behavior in the educational setting and abide by the Student Code of Conduct as well as the Academic Honesty Policy. The Code of Conduct can be found on the MSJC website and in the school catalogue.

## **HOW TO BE A SUCCESSFUL STUDENT**

**Here are some helpful hints:**

- 1) Use a day planner to record appointments, class schedules, work schedules, exam dates, and assignment due dates.
- 2) Plan

## **Deciding how many units to take**

Consider your lifestyle before deciding how many classes you are going to take.

- How does your disability impact your daily activities?
- How many hours a week do you work?
- How much time do you need to devote to your other responsibilities like family and relationships?
- How much time do you need for traveling to and from school?
- How much time do you need for socializing, recreation and other interest?
- How might your disability affect your reading, listening in class, test taking abilities, or your energy level?

After considering these factors, you have an idea of how many hours a week you can realistically devote to school.

## **STUDY SKILLS**

Students can maximize their performance and success in college by taking a study skills class. LNSK 53 Study Skills is a great class to learn how to become a more effective student. This class will teach you study skill that will help you improve your skills in listening, note-taking, reading textbooks, memory techniques, study habits, test taking strategies, time management, and library resources. These study skills can help you through your entire educational experience; it may also be helpful in your future when you are employed.

## TIME MANAGEMENT ADDENDUMS

### TIME MANAGEMENT

Time management isn't about doing more things; it's about doing the right things at the best time. The key is to plan.

A key aspect of student survival is careful time planning.

In high school, most of your learning is done in the class, but in college most of your learning is done at home. This makes planning your study time critical. There are some guidelines you can follow in planning your time.

### Making the Most of Your Time

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## **TIME PLANNING SHEET INFORMATION**

- Block off scheduled classes, times for family obligations, your job, times for religious commitments, and times for anything else you must do each week.
- Then block off the remain

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
11:30							
12:00							
12:30							
1:00							
1:30							
2:00							
2:30 –							

## **CREATING A LIST OF IMPORTANCE**

- **List the things you need to do.**

List everything you need to do such as school assignments, studying for an exam, appointments, personal things, and errands.

- **Determine how important and urgent everything is.**

Label each item either Urgent-



## **LEARNING STYLE ADDENDUM**

### **DISCOVERING YOUR LEARNING STYLE**

Discovering the way you learn can help you perform better in your classes and it is a tool that you can use for the rest of your life.

#### **AUDITORY LEARNER**

You may be an auditory learner if...

- You repeat things out loud to try to learn or remember.
- You remember stories better if you hear them than if you read them.
- You can identify if it is a sound or a picture.

## **VISUAL LEARNER**

You may be a visual learner if...

- You picture things in your head when you're trying to learn or remember.
- You learn better from reading the material yourself.
- You prefer to see things written out.
- You picture things in your head to learn or remember.

If this sounds like you, you may want to try this.

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The District will not ask or require an individual with a



