

Evergreen Valley College Disabilities Support Program (DSP) Application for Services

Date: _____ EVC Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Date of Birth: _____

Cell Phone #: _____ Home Phone #: _____

DSP Program Overview:

The Disabilities Support Program (DSP) provides academic adjustments, auxiliary aids, and services for eligible students with documented disabilities who intend to pursue coursework at Evergreen Valley College. A variety of academic adjustments, auxiliary aids, and services are available to provide eligible students with disabilities the opportunity to participate fully in all aspects of college programs and activities through appropriate and reasonable accommodations. Completion of this form constitutes an agreement to apply to the Disabilities Support Program (DSP).

Application Process:

1. Download this Intake Packet and **Complete the fillable information on the first two pages**. The contact information will pre-populate onto the remaining pages.
2. Scroll down and **read all pages contained in this DSP Intake Packet**, because when you email the completed packet to the DSP, it affirms that you have read all pages and agree to them. Once you complete the fillable information on this page, and read and agree with the information contained on all pages in this DSP Intake Packet, please save it to your computer. Then, email the completed DSP Intake Packet, along with your disability documentation to the DSP at: EVC.DSP@evc.edu . Note: All documentation must be clear enough for DSP staff to easily read.
3. After you email the completed DSP Intake Packet and your disability documentation to the DSP, a DSP professional will review the documentation and contact you within 5 working days. If the documentation you submitted was complete, the DSP professional will schedule an appointment with you to meet with a DSP Counselor or the Coordinator to determine eligibility and reasonable accommodations.

Note: By emailing this completed DSP Intake Packet to the DSP, I acknowledge that I have read all pages contained in it (Application for Services, Rights and Responsibilities, Rules and Responsibilities, and Suspension of Services). I also affirm that I understand and agree to everything stated in this completed DSP Intake Packet.

Evergreen Valley College DSP Voter Preference Form

Under the National Voter Registration Act (NVRA) of 1992, DSP is an Agency-Based Registration Site, where students have the opportunity to become registered voters during the application process. There is no obligation to register to vote and the student's decision will have no effect on services offered by DSP.

To be eligible to register to vote, you must be a U.S. Citizen, and meet all eligibility requirements. Need to check if you're eligible? [See who can vote in California.](#)

If you are not registered to vote where you live now, would you like to apply to register to vote here today? (Check One)

Already registered. I am registered to vote at my current residence address.

Yes. I would like to register to vote.
If you checked "Yes", click on the following link/button to be redirected:

No. I do not want to register to vote. <http://registertovote.ca.gov/?t=vra&id=40>

NOTE: IF YOU DO NOT CHECK A BOX, YOU WILL BE CONSIDERED TO HAVE DECIDED NOT TO REGISTER TO VOTE AT THIS TIME. YOU MAY CLICK THE VOTER REGISTRATION LINK ABOVE TO REGISTER ANYTIME AT YOUR CONVENIENCE.

Student ID

Applicant Name

Date

Important Notices

1. Applying to register or declining to register to vote will **not** affect the amount of assistance that you will be provided by this agency.
2. If you would like help in filling out the voter registration form, we will help you. The decision whether to seek or accept help is yours. You may fill out the voter registration form in private.
3. If you believe that someone has interfered with your right to register or to decline to register to vote, your right to privacy in deciding whether to register or in applying to register to vote, or your right to choose your own political party preference or other political preference, you may file a complaint with the Secretary of State by calling toll-free (800) 345-VOTE (8683) or you may write to: Secretary of State, 1500 - 11th Street, Sacramento, CA, 95814. For more information on elections and voting, please visit the Secretary of State's website at www.sos.ca.gov.

Evergreen Valley College Disabilities Support Program Rights and Responsibilities

Date: _____ EVC Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

Services offered through the Disabilities Support Program (DSP) comply with Section 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; Title V of the State of California Education Code, as amended; and the Americans with Disabilities Act (ADA) of 1990, as amended. These legislations guarantee equal access to all educational programs and activities to students with documented disabilities. It is important to recognize; however, that they do not guarantee success. They are intended to “level the playing field”, which means that they provide an equal opportunity for student success as well as failure.

Eligibility

Students do not necessarily need to have a disability to enroll in Educational Assistance Classes offered by the Disabilities Support Program. However, in order to receive academic adjustments, auxiliary aids, and services (reasonable accommodations), students must have a documented disability that results in functional/educational limitations that hinder school-related performance.

The Eligibility Process requires that students complete the DSP Intake Packet, and email the entire packet along with the student’s disability documentation to the DSP at: EVC.DSP@evc.edu

Once the student emails the completed DSP Intake Packet and disability documentation to the DSP, a DSP professional will review the documentation for completeness and contact the student within 5 business/working days. If the documentation is deemed to be complete, the DSP professional will schedule an appointment for the student to meet with a DSP Counselor or the Coordinator, either in-person, or via telephone or video chat. The Eligibility meeting with the DSP Counselor or Coordinator determines whether or not the student meets Title V requirements for a documented disability. At that meeting (or at a subsequent follow-up meeting), the student’s academic adjustments, auxiliary aids, and services are determined and listed in the student’s Academic Accommodation Plan (AAP), through an interactive process between the student and the Certificated DSP Specialist (Counselor or Coordinator). The Counselor will also meet with those students who require additional above-and-beyond academic or personal Guidance Counseling assistance.

Student Participation in the DSP

Participation in the DSP is voluntary; however, in order to receive academic adjustments, auxiliary aids, and services, the student must self-identify the student’s disability (including the name of the disability), provide documentation of the student’s disability when appropriate, and identify the academic adjustments, auxiliary aids, and services requested to participate in the identified activity such as in the classroom. All DSP student records are confidential and protected from disclosure.

Although strongly suggested and encouraged, it is not required for a student to be part of the DSP in order to receive academic adjustments, auxiliary aids, and services. Students may also request academic adjustments, auxiliary aids, and services by contacting the college’s ADA Coordinator, which is the Vice President of Student Affairs.

If a student receives academic adjustments, auxiliary aids, services, and/or instruction it shall not preclude her/him from participating in any other course, program, or activity offered by the college.

Student Code of Conduct, Other Applicable Statutes, and DSP Procedures and Rules

All students must comply with the Student Code of Conduct adopted by the college, and all other applicable statutes and regulations related to student conduct. In addition, DSP students must follow DSP procedures and rules as they relate to accommodations, proctored testing, scheduling, attending appointments, checking out and returning materials, etc.

Measurable Progress

All California Community College students must make measurable progress toward goals established in the student's regular coursework. When Educational Assistance Classes are offered to students with disabilities, measurable progress must also be made. In this case, specific criteria for measurable progress in the Educational Assistance Classes are made for the individual student, based on the student's disability and educational limitations.

Right to Due Process

In the event of a disagreement concerning academic adjustments, auxiliary aids, and/or services, the student has the right to due process in an appeal. This includes the timely review by a neutral group concerning the requested academic adjustments, auxiliary aids, and/or services. Students may request an appeal by contacting the DSP Coordinator.

Examples of common academic adjustments:

- Extended time to complete tests
- Ability to stand in class or during tests, as needed

Examples of auxiliary aids:

- Note-takers, note-taking paper, recording devices
- American Sign Language interpreters
- Large print and Brailled materials

Examples of support services:

- DSP counseling
- DSP tutoring

Note: As stipulated on the Application for Services page, by emailing this documentation to the DSP, I affirm that I understand and agree with it.

**Evergreen Valley College
Disabilities Support Program (DSP)**

Rules and Responsibilities for Academic Adjustments, Auxiliary Aids, Support Services, and/or Instruction

Date: _____ EVC Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

1. I must meet with the DSP Counselor or Coordinator to determine my academic adjustments, auxiliary aids, support services, and/or instruction during an interactive process. I must also meet with the DSP Counselor or Coordinator in an interactive process if I want to request changes to my Academic Accommodation Plan (AAP).
2. It is **my responsibility** to provide a copy (electronic or photocopy) of my AAP to my instructor(s). Failure to do so may result in a delay in receiving academic adjustments, auxiliary aids, and/or support services.
3. When I request documentation from the DSP, it may take up to five working days for the DSP to complete my request.
4. For online classes, my instructor is responsible for providing me with my testing accommodations, which for most students is extended time. It is my responsibility to communicate with my instructor, prior to each test/quiz, to ensure that I will receive my testing accommodations. I must provide my instructor with a copy of my Academic Accommodation Plan (AAP).
5. For face-to-face classes, I must make DSP accommodated proctored testing appointments a minimum of **7 days** (fall and spring) and **3 days** (intersession and summer) before my class is scheduled to take a test/quiz. If I have a visual disability, I will make DSP accommodated proctored testing appointments a minimum of **14 days** (fall and spring) and **7 days** (intersession and summer) before my class is scheduled to have a test/quiz, so that enlargements or Braille can be provided. I must provide my instructor with a copy of my Academic Accommodation Plan (AAP).
6. For face-to-face night or weekend courses, I may work with the DSP to arrange to take my accommodated tests/quizzes at night or on the weekend, to the same extent that students without disabilities do.
7. For face-to-face classes, if the instructor does not allow students in the classroom to take tests/quizzes if they arrive late to class, I will not be able to take my test/quiz if I arrive late to the DSP. If the instructor does allow students to take a test/quiz if they arrive late to class, then I will be able to take my test/quiz in the DSP, but the time will be reduced (subtracted) from the original scheduled starting time.
8. For face-to-face classes, if I leave the test/quiz for any reason, without prior DSP approval, the test/quiz will be stopped and I will not be allowed to return to the testing room to continue the test/quiz.
9. Food and drinks are not allowed at any computer station in the DSP. If I am found to have food or drink while at a DSP computer station, I will be asked to leave the DSP for the remainder of the day. This includes while taking test/quizzes, in which case, I will not be allowed to continue with the test/quiz.
10. For face-to-face classes, I must lock up my cell phone (and turn it off), purse/backpack, and other personal items prior to DSP accommodated proctored testing, because they are not allowed while I am testing. If I am found to have any of these items while testing, the test/quiz will be stopped and I will not be allowed to continue the test/quiz.
11. For face-to-face classes, all testing rooms are equipped with surveillance cameras, and I may be monitored on those cameras. Any inappropriate test-taking conduct will be reported immediately to the DSP Coordinator, my instructor, and the Dean. In addition, the test/quiz will be stopped and I will not be allowed to continue the test/quiz.

Note: As stipulated on the Application for Services page, by emailing this documentation to the DSP, I affirm that I understand and agree with it.

**Evergreen Valley College
Disabilities Support Program (DSP)
(408) 270-6447**

Suspension of Services

Date: _____ EVC Student ID#: _____

Last Name: _____ First Name: _____ Middle Initial: _____

1. I understand that if I am absent from a requested and scheduled service (including counseling, tutoring, alt media, quiz/test proctoring, etc.), either in person, or via video/telephone appointments, three (3) times in one semester without calling at least 24 hours in advance to cancel the service, all DSP services may be temporarily suspended until I meet with a DSP Certificated professional (typically the DSP Coordinator).
 - a. It is my responsibility to contact the DSP to schedule the appointment to meet with a DSP Certificated professional.
 - b. During the meeting, I must present a valid reason for my unexcused absences. I understand the DSP Certificated professional may or may not suspend services depending upon the reasons for my absences.

2. I understand I will be notified in writing before any action is taken to suspend services beyond the temporary suspension stipulated in #1 above.

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