

Los Medanos College Disabled Students Programs and Services

STUDENT HANDBOOK

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FROM OUR STUDENTS

Dear Student,

Welcome! As a student at LMC, I wish you all the encouragement, success and support necessary for you to achieve your academic goals. Many individuals realize that setting and achieving academic goals are key elements not only in surviving the nineties, but also for procuring a fulfilling future. I am glad you agree that investing in yourself, by way of education, is a profitable endeavor.

Remember to maintain your endurance, patience, motivation and studiousness, since these qualities will help assure the successful completion of your goals. I encourage you to talk to students who already receive services from DSPS. Other students can provide support and encouragement as well as share information about learning strategies and accommodations. I know from personal experience that students help shape the program, so be sure to communicate your needs to the program specialists, staff members and instructors and provide them with accurate feedback about the services you receive and need. Also, check into the other programs and services available on campus. Most importantly, become a self-advocate; this is the primary life skill that will facilitate your success in all areas of your life.

Sincerely,

Helen R. Geddes



The LMC Disabled Students Programs and Services (DSPS) have made a tremendous impact on my life. When I first came to LMC, I had an undiagnosed learning disability which caused anxiety and frustration in dealing with the pressures of school. However, after I was tested and began receiving services from the program, my studies greatly improved as did my self-confidence. In addition, I have found the staff and fellow students in the program to be supportive and friendly. Therefore, I highly recommend this program to all students, for I feel it can have the same type of impact on your life.

Jim Kolthoff



Just Because I'm Handicapped

Just because I'm handicapped
It doesn't mean that I am not capable.
It doesn't mean that I don't have a mind.
It doesn't mean that I don't have feelings.

Just because I'm handicapped
It doesn't mean that I should be ignored,
Or that I am blind to others,
Or that I don't have a caring heart for my true friends.

Just because I'm handicapped
It doesn't mean that I don't have my own unique voice or
that I can't speak my very own thoughts.

Just because I'm handicapped
It doesn't mean that I can't learn,
Or that I can't get a job and support myself.

Just because I'm handicapped
It doesn't mean that you can't look me straight in the eye
and come up and talk to me.
I won't bite!

Just because I'm handicapped
It doesn't mean that I need your pity....
I especially do not want your pity.

Just because I'm handicapped - don't stereotype me.

Gina Terranova



INTRODUCTION & OVERVIEW OF PROGRAM

The Disabled Students Programs and Services (DSP&S) provides support services, adaptive equipment and computer technology, adaptive physical education, specialized instruction through the English and Math Departments and educational accommodations to students with disabilities. The purpose of this handbook is to describe the support services provided by the DSP&S Program, program policies and the procedures for arranging these services with a DSP&S Specialist.

Students are referred to DSP&S in a variety of ways. Instructors, counselors and staff often refer students to this program. Additionally, high school teachers and agencies, such as the California State Department of Rehabilitation also refer students to the program. Students may also request services without a referral.

How can the DSP&S Program help you, the student? By participating in the DSP&S Program during LMC enrollment, students may benefit by having better access to the total college experience. Also, students can increase their chance of success in meeting their vocational or academic goals at LMC!

Academic accommodations are based on the student's area of disability. All accommodations recommended are reasonable and appropriate for the student and for the purpose of allowing the student access.

PROGRAM PHILOSOPHY AND GOALS

It is the mission of the Disabled Students Programs and Services to facilitate access for students with all disabilities to the educational programs, student services, and activities of Los Medanos College.

Our primary goal is to help students achieve their educational/vocational goals while promoting self-advocacy and independent learning. We believe that students with disabilities should be an integral and vital part of the college community.

In addition, we are committed to providing the faculty and staff of Los Medanos College with the knowledge and support they need to provide appropriate adaptations and quality instructional experiences for individuals with disabilities.

ELIGIBILITY REQUIREMENTS

1. Students receiving services through DSPS must be enrolled at LMC and must have a temporary or permanent disabling condition that has been verified, by an appropriate professional. The student's disabling condition must limit one or more major life activities, and also impose an "educational limitation." An educational limitation is a disability related functional limitation in the educational setting that occurs when the limitation prevents a student from fully benefiting from, classes, activities, or service offered by the college without specific additional support services or instruction. Examples of disabilities include physical, communication, acquired brain injury, psychological, developmentally delayed learning and learning disabilities.
2. Students must possess the ability to respond appropriately to questions, follow directions, and demonstrate the potential to benefit from college programs and services.
3. Students must demonstrate appropriate adaptive and/or self-help behavior. This includes providing their own personal attendant care. DSPS staff will not provide this service.
4. Students must demonstrate annual measurable academic progress. Failure to do so may result in termination of services.
5. Students requesting services and/or academic accommodations offered at LMC need to arrange an appointment with a DSPS counselor or learning disability specialist and complete an application for services. DSPS will then establish a Student Educational Plan and verify the disability by using one of the following means:
 - a. Review of documentation provided by appropriate agencies or certified or licensed professionals outside of DSPS;
 - b. Assessment by appropriate DSPS professional staff;
 - c. Observation by DSPS professional staff with review by DSPS Program Coordinator.

Once a student's disability has been verified, the DSPS professional will identify the educational limitations, document them in the Student Educational Plan and review and update the Educational Plan annually.

1. Services may be denied if it is determined that a student does not meet one or more of the above eligibility criteria.
2. Students seeking to appeal the denial of services should seek remedy through the Coordinator of DSPS. If after consulting with the DSPS Coordinator, students are still not satisfied, they may appeal to the Dean of Student Development or the campus ADA 504 Coordinator (for issues involving discrimination or sexual harassment).

DESCRIPTION OF SUPPORT SERVICES AND ACADEMIC ACCOMMODATIONS

Support Services are services such as academic advising or tutoring which assist you in developing and achieving your educational goals.

Academic Accommodations are adjustments to regular educational practices that are customary for most students, but which need to be modified to accommodate the needs of an individual with a disability. For example, some academic accommodations are the use of adaptive equipment, enlargement of printed materials, or alternative arrangements for taking exams.

To arrange support services and accommodations, students should make an appointment with a DSP&S Specialist. Coordinating these services may take some time and it is advised that students make these arrangements when they complete their Student Educational Contract (SEC) with a DSP&S Specialist.

The following is a description of the support services/academic accommodations offered through DSP&S:

Academic Advising

Students meet with a DSP&S Counselor each semester to develop a Student Educational Contract (SEC). During this meeting, the counselor recommends courses for the following semester and appropriate support services/academic accommodations. The counselor will also refer the student, as needed, to other programs and services on and off campus.

Students are advised to meet with an academic counselor, prior to meeting with a DSP&S Specialist, to plan their educational goals.

Priority Registration

Upon completion of the SEC, students may choose to participate in advanced registration for courses. This priority registration allows additional time for coordinating support services and ensures that you will be able to enroll in the course sections you have planned with your DSP&S Specialist.

Assessment for Learning Disabilities

Following an initial meeting with a DSP&S Specialist, it may be determined that a learning disabilities assessment is appropriate. This assessment is done at no cost to the student, on an individual basis and is confidential. A DSP&S Learning Disabilities (LD) Specialist will discuss the results of the assessment with you and make recommendations for classes and support services, which will help you deal with learning difficulties. Having a learning disability does not mean that you cannot achieve your goals. There are many strategies for success!

If a student has never been tested for learning disabilities, the testing process requires several appointments and takes approximately six to nine hours to complete. The last appointment will include assessment results and a written report for the student.

Students in high school special education programs or 504 programs may also be asked to complete some testing. You should meet with the DSP&S LD Specialist at the beginning of the semester to discuss eligibility.

Please note that students with some physical disabilities, such as Multiple Sclerosis (MS), which affect brain activity, cannot be tested for Learning Disabilities.

Liaison with Instructors

A DSP&S Specialist may make recommendations for academic and classroom accommodations for a student with disabilities. The purpose is to communicate learning needs and to outline support services or academic accommodations to instructors. In order to promote self advocacy and good communication with instructors, a DSP&S Specialist may assist students with disabilities prepare a "Memo to Instructor" form during the SEC appointment. It is recommended that students schedule an appointment with each of their instructors he/she wishes to inform about his/her learning needs or accommodations. Instructors can contact the DSP&S Specialist for more information, if necessary; however, students must have given DSP&S permission to release this information.

Specialized Instruction in Reading/Writing/Math

DSP&S offers specialized classes in reading, writing and math. These courses are designed to use multimodality strategies to strengthen basic skills in these areas. These courses are taught by a DSP&S Specialist.

Specialized Tutoring

Special support tutoring services are available from DSP&S. These services are provided in addition to the regular college tutoring offerings. A DSP&S Specialist may recommend students for special support tutoring.

Students must complete a "Tutoring Services Request" form available in the DSP&S tutoring center, Room 626, each semester. Tutoring is dependent upon student need and tutor availability.

Tutoring from DSP&S is not a required accommodation under the Americans with Disabilities Act (ADA) and is not guaranteed for all students who request tutoring.

Adaptive Physical Education Classes

The Adaptive Physical Education course is designed to meet the needs of the physically limited student. This course can provide activities in three major areas:

- General Strengthening/conditioning
- Hydrotherapy/swimming
- Cardiovascular conditioning

Technology

The DSP&S Assistive Computer Technology Lab provides training for adaptive software and hardware so students can access class materials. Students may take the Learning Skills (LRNSK) 70 Adaptive Computer Technology class to gain knowledge of basic computer skills and adaptive equipment. Students may make individual appointments with the High Tech Center Specialist for additional assistance.

Interpreters

Qualified sign language interpreters are available to provide interpretive services for students. Students must request interpreter services from a DSP&S Specialist.

Note Taker Services

Most often, note takers are students enrolled in your class who volunteer to take lecture

notes on special duplication paper provided by DSP&S. Students are also advised, whenever possible, to tape record course lectures.

Disabled Parking Services

There are parking spaces designated for disabled persons' vehicles that display a specialized plate or placard as per California Vehicle Code. Temporary disabled parking permits may be issued for persons with minor injuries that require disabled parking for brief periods of time (not longer than five days). These can be obtained from the DSP&S office. Temporary disabilities requiring disabled parking for longer periods of time may be obtained from the California Department of Motor Vehicles according to the California Vehicle Code.

Service Animals

It is the policy of the Los Medanos College to permit qualified individuals with disabilities the use of service animals on the Los Medanos Campus and any of its extension facilities.

Writer Services

DSP&S will hire a scribe for those students who require assistance writing in their classes or for course work. Students must request a scribe from a DSP&S Specialist.

Alternate Media/Readers

If assistance is needed in reading due to a visual impairment or severe reading disability, a student may request recordings of course material or textbooks from the High Tech Center. Further assistance in requesting textbooks in an alternative media format can be provided for by DSP&S. Please make these arrangements as early as possible.

Mobility Assistants

Students that may need assistance with mobility must request mobility assistance at the SEC conference with a DSP&S Specialist. This will not include any non-instructional activities.

Alternative Arrangements for Exams

Students that may need extra time for taking tests in a quiet location may arrange these accommodations with a DSP&S Specialist. These accommodations need to be arranged in advance and agreed to by the instructor. Students must complete a Test Accommodations

form for each course they are requesting alternate arrangements for exams and make arrangements at least two days prior to each exam.

Depending on the student's educational limitations, accommodations may include extended time for exams, distraction reduced setting, a reader, use of a calculator, multiplication tables, spell checker or computer, testing breaks, testing with formulas or notes or testing given orally. Please note that the accommodation of testing with notes/formulas is only recommended for students with a verified educational limitation that requires this accommodation.

Accommodation in Clinical Settings

Students involved in programs that have a clinical-component are entitled to reasonable accommodation in the clinical setting as well as the academic setting. These accommodations should be discussed with the DSPS counselor, and must be coordinated with and approved by the agency providing the clinical component. DSPS counselors will be responsible with communicating requested or recommended accommodations with the student, the clinical instructor, and the agency where the clinical component is provided.

Enlargement of Educational Materials

DSP&S will provide duplication services to students who may need enlarged course materials. It is advised that you make these arrangements in advance.

Absence Notification

A student should notify his/her instructors if he/she is unable to attend class. Notification by voice mail or email is available for students. This information is generally located in an instructor's first day handout.

ACADEMIC ADJUSTMENT PROCEDURES AND STUDENT RIGHTS APPEAL PROCESS

GENERAL PROVISIONS – HOW TO ENROLL IN THE DISABILITY AND EDUCATIONAL SUPPORT PROGRAM

New Students

If you are new to LMC and/or the DSPS program, you should begin by scheduling an appointment with a counselor by calling (925) 439-2181, extension 3133.

What to Bring to Your First Appointment

Bring any of the following documents that you might have: your most current written verification of disability, medical report and/or, if applicable, Department of Rehabilitation Plan or high school IEP. *(We recommend you make copies of all documents and submit the copies.)*

To make the most of your appointment, it is important that you be on time. If you must cancel, please call as soon as possible. If you do cancel, be aware that it may take a while before you can reschedule.

Continuing Students

Continuing students who will be using the same services as in their previous semester(s) must meet with a DSPS counselor at least once a year to maintain eligibility for services. If you want to request a service that was not previously authorized, you must meet with a DSPS counselor or a learning disabilities specialist for authorization.

Students who have not been enrolled at LMC for a year or more need to schedule an appointment with a DSPS counselor to reactivate their file and reauthorize services. If you have been away for more than five years, your file has been destroyed and you must enroll as a new student by resubmitting documentation of disability. (See New Students above.)

Procedures for Requesting Academic Accommodations

1. Student meets with a DSPS counselor or faculty specialist to establish eligibility for academic accommodations.
2. Counselor/specialist will fill out necessary paperwork documenting authorized accommodations.
3. If there is any difficulty in providing the necessary accommodations, the Counselor/Specialist will consult with the DSPS Coordinator to resolve the difficulty.
4. LMC policy is to provide reasonable accommodations, academic adjustments or modifications to eligible students that do not result in unfair advantage, require significant alteration to the program or activity, result in the lowering of academic or technical standards, or cause the college to incur undue administrative or financial hardship.
5. DSPS students are responsible for identifying themselves to the appropriate instructors, providing them necessary paperwork documenting approved accommodations, and discussing the accommodation process. DSPS will not notify instructors directly regarding requested accommodations.
6. Students may request accommodation without utilizing the services of DSPS. However, it is highly recommended. If a faculty member is requested directly by a student for an accommodation, the faculty member must communicate with DSPS regarding the procedure for verification of the disability and the ways in which to implement the requested accommodation. No decisions to implement or deny adjustments should be made unilaterally by the instructor.

If after the initial adjustment meeting has been held and the academic adjustments have been established, and the student believes that additional and/or modified adjustments are called for, the student must meet with his/her DSPS counselor to discuss the reason for the requested adjustment. The counselor will then consult with the instructor, review relevant documentation (including medical and academic documentation), and revise the list of approved academic adjustments as necessary. The counselor will then revise the list of approved academic adjustments as necessary. The counselor will then communicate the revised academic adjustments to the instructor(s).

POLICY FOR SUSPENSION OR TERMINATION OF DSP&S SERVICES LEGAL RESPONSIBILITIES OF DSP&S

Title V Section 50101b of the California Code of Regulations indicates that a district may adopt a written policy providing for the suspension or termination of DSP&S services when a student fails to comply with responsible use of DSP&S services, service provision policies and measurable progress policies. Such policies shall provide for written notice to the student prior to suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from DSP&S. In meeting its responsibility to wisely utilize resources so that all students can receive equitable services, Disabled Students Programs & Services (DSP&S) at Los Medanos College (LMC) has a charge to see that services are used in a responsible manner. Accordingly, policies must be established that determine the eligibility status of students receiving services. Likewise, DSP&S has the responsibility of establishing requirements for measurable progress. If students do not adhere to the established policies or if a lack of measurable progress is observed, the student will be notified of the possibility of cessation of DSP&S services. If the student continues not to adhere to policies or make measurable progress, DSP&S is responsible to discontinue service and refer the student to more appropriate services or to a more appropriate learning environment. There are two ways that eligible students may be denied services through DSP&S: 1) lack of measurable progress, and 2) inappropriate use of services.

Measuring Progress

A lack of measurable progress may be defined in any of the following ways and may result in complete loss of DSP&S services:

1. Enrollment in LMC courses with appropriate accommodations for three consecutive semesters, but unable to pass them (i.e., receiving W and/or NC and/or D&F grades for all courses).
2. Failure to meet LMC's academic standards as defined by reaching a college status of Academic Dismissal or Progress Dismissal.
3. Failure to conform to the LMC student conduct standards. Student conduct is governed by rules designed to preserve both individual and community freedoms. The individual student, in order to learn and grow, must enjoy

freedom of expression and action. The academic community, if it is to properly serve the student, must enjoy freedom from disruption. Students enrolling in the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution. The following acts constitute misconduct for which College students are subject to discipline and suspension. Such misconduct, whether committed while on campus or off campus, at functions supervised or sponsored by the College, is subject to disciplinary sanctions Ed. Code 76032 and 76033 administered by the College.

- Continued disruptive behavior, continued willful disobedience, habitual profanity, or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
- Assault, battery, or any threat of force or violence upon a student or college personnel.
- Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District.
- The use, sale, or possession on campus of, or presence on campus under the influence of, narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
- Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Governing Board.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of College documents, records, or identification.
- Theft or damage to property of the College, of members of the college community or of college visitors.

- Unauthorized entry to or use of college facilities.
- Violation of College policies or regulations, including regulations concerning the formation and registration of student organizations, the use of college facilities, or the time, place and manner of public expression.
- Gambling on College property.
- Conduct off campus inimical to the welfare and well-being of the College community.

Student Conduct Standards, 2009 - 2010 Los Medanos College Catalog, p. 25

4. Failure to make progress toward the goals outlined in the student's Student Educational Contract (SEC) for two consecutive semesters.

Inappropriate Use of Services

According to Title II of the Americans with Disabilities Act (ADA) and the Office of Civil Rights (OCR) guidelines for Personal Aids and Services, LMC is not required to provide services of a personal nature for students. "Personal attendants and individually prescribed devices are the responsibility of the student who has a disability and not of the institution. For example, readers may be provided for classroom use, but institutions are not required to provide readers for personal use or for help during individual study time. (OCR Auxiliary Aids and Services for Postsecondary Students with Disabilities)".

Services such as readers, writers and mobility aids provided outside classroom and examination time are considered personal attendants.

Inappropriate use of services is defined as a failure to comply with the policies and procedures of individual services that students are using. Failure to comply with the terms stated within each specific service area may result in the termination of that service.

1. Services that have been used inappropriately may be terminated at any time.

2. Prior to the termination of a service, the student will be notified in writing of the manner in which she/he has used the service(s) inappropriately and of his/her right to meet with the DSP&S Specialist/Counselor to discuss the area of concern.
3. As a result of this meeting or where the student declines participation, the Specialist/ Counselor may propose options, which include but are not limited to a termination of service, a continuation of service, a continuation subject to review. At the time of the meeting with the Specialist/Counselor, the student will be asked to sign off on the Warning of Suspension or Termination Contract which outlines the guidelines for continuing services.
4. If the Specialist/ Counselor proposes termination, the student will be advised of his/her right to appeal to the College's Affirmative Action Officer and will be given information about this process. If the student does not appeal or appeals but fails without good reason to use the appeal process, the service will be terminated within 10 days after the date of appeal.
5. Terminated services may be reinstated during the current semester only on the authorization of a DSP&S Specialist /Counselor, and only if there are extenuating circumstances which warrant the reinstatement of the service.
6. Reinstatement of services for subsequent semesters will be considered on a case-by-case basis.

**Los Medanos College Summary of Students Rights to
Accommodations and Appeals Process**

1. If a student is denied an academic adjustment or use of an auxiliary aid by an instructor, or finds that the academic adjustment provided is ineffective, the student can appeal by following these steps:
 - a. Students are encouraged to initially discuss the problem with the academic adjustment with the instructor. If this has already been attempted, or the student feels uncomfortable approaching the instructor or feels it will be ineffective, the student can choose to move to the next step in the appeal process. [The student's DSPS counselor can be invited to participate in the discussion with the instructor.]
 - b. If no resolution to the complaint is found with the instructor, the student should contact the coordinator of the DSPS who will

investigate the complaint and seek an appropriate resolution.

- c. If the issue is not resolved, the appeal should be directed to the ADA/504 Coordinator, who will make an interim decision pending a final resolution. The interim decision will be made within five working days. An investigation will be conducted leading to a final resolution within sixty days.
- d. If a student believes that he/she has been subject to discrimination related to disability, they should file a written complaint pursuant to the District's policy against unlawful harassment and discrimination with the college's ADA Compliance Officer.

All disability-related contacts with the DSPS office and resulting information remain confidential unless a student signs a specific written release to share that information. In addition, DSPS shares information with other appropriate Los Medanos College faculty members or staff ONLY to the extent that it is necessary to facilitate the student's educational process and at all times is sensitive to the student's right to privacy and confidentiality. DSPS will ask for student permission to obtain appropriate documentation to verify eligibility for services.

Liaison to Campus and Community

For reasons of confidentiality, DSPS staff members will not discuss a student's disability with either faculty or staff without the student's permission. As a result, students are encouraged to talk with their instructors about their specific accommodation needs. When requested by a student, DSPS staff may intervene on the student's behalf to facilitate provision of services or to help students communicate their needs to others. Also, DSPS staff may help students obtain services in the community by providing information and, in some cases, introductions to community resources.

Absence Notification Guidelines

Classes:

It is the student's responsibility to notify instructors of any absences. If the absence is related to your disability or medical condition, you must contact your DSPS counselor and make a request for subsequent modification/adjustment. You may request that the counselor assist you in contacting instructors if you are not able to

do so yourself

Services:

Students receiving support services (interpreters, mobility assistance, testing accommodations, etc.) must notify the DSPS office of their absence prior to the time these support services are scheduled to be delivered. Three (3) failures to do so may result in termination of the service. For student' convenience, messages may be left at: 925 439-2181 ex 3133.

Laws

Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities in recruitment, admission and treatment after admission. It mandates all recipients of federal funding to make adjustments and accommodations in their programs and activities in order to provide qualified individuals with disabilities with opportunities equal to those enjoyed by individuals without disabilities.

Section 508 Amendment to the Rehabilitation Act of 1973

Section 508 amended the Rehabilitation Act to require federal agencies to make electronic and information technology accessible to individuals with disabilities. It provides students with disabilities access to electronic and information technology comparable to the access available to students without disabilities.

Americans with Disabilities Act of 1990 (ADA)

The Americans with Disabilities Act of 1990 (ADA) extends federal civil rights protection in several areas to people who are considered disabled. To be considered disabled under the ADA, a. person must have a condition that impairs a major life activity, or a history of such a condition, or be regarded as having such a condition. A disabled person must be qualified for the job, program or activity to which s/he seeks access. That means the person must be able to perform the essential functions

of the job or meet the essential eligibility requirements of the program or benefit. Reasonable accommodations provide students with adjustments that assure equal rights and privileges.

Full text of these laws can be found on: www.usdoj.gov

WARNING OF SUSPENSION OR TERMINATION OF DSP&S SERVICES

I have reviewed these procedures and policy with

Name of Student

SSN

and have warned the student, that further failure to meet one or more of the requirements listed below may lead to suspension or termination of some or all DSP&S services.

Signature of DSP&S Specialist/Counselor

Date

DSP&S has informed me that I have not met one or more of the following requirements:

Appropriate use of DSP&S services and adherence to written service provision policies adopted by DSP&S.

Explanation: _____

Make measurable progress toward the goals established in my Student Educational Contract or meet academic standards established by the College, and/or meet the Code of Conduct established by LMC.

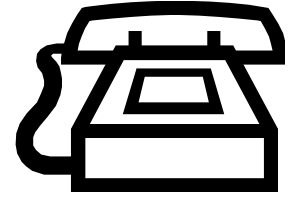
Explanation: _____

I understand that if I fail once more to meet one or more of these requirements, DSP&S services may be suspended or terminated.

Signature of Student

Date

Important Phone Numbers DSP&S Program Staff



LOS MEDANOS COLLEGE	439-2181 439-5709, TDD
LOS MEDANOS COLLEGE BOOKSTORE	439-2056
DSPS COUNSELOR	439-2181, ext. 3353
JENNIFER GARCIA, INSTRUCTIONAL ASSISTANT DSP&S Tutor Center	439-2181, ext. 3106
JIM KOLTHOFF, ALTERNATE MEDIA SPECIALIST DSP&S High Tech Center	439-2181, ext. 3279
FRANCES MOY, COORDINATOR/COUNSELOR	439-2181, ext. 3136
GINNY RICHARDS, LD SPECIALIST (VIRGINIA)	439-2181, ext. 3221
SYLVIA BENZLER, ADMINISTRATIVE ASSISTANT DSP&S Program Office	439-2181, ext. 3133
DSP&S COUNSELING APPOINTMENTS	439-2181, ext. 3133
LEARNING DISABILITIES TESTING APPTS.	439-2181, ext. 3133

Student Services

ASSESSMENT CENTER	439-2181, ext. 3252
EMPLOYMENT CENTER	439-2181, ext. 3330/3331
EOP&S	439-2181, ext. 3138
FINANCIAL AID	439-2181, ext. 3292/3291
TRANSFER CENTER	439-2181, ext. 3124

GENERAL COUNSELING APPOINTMENTS

439-2181, ext. 3334

