The background of the slide is a complex network of black lines and nodes on a light gray background. A large, semi-transparent red rectangle is overlaid on the left side of the image, containing the main title and subtitle. A solid dark blue rectangle is positioned on the right side of the slide.

Disabled Students Program & Services (DSP&S)

Long Beach City College

OUR OFFICES

Liberal Arts Campus

4901 East Carson Street
Long Beach, CA 90808

M-158

Hours: Monday-Thursday

8am-5pm

(562) 938-4558

Pacific Coast Campus

1305 East Pacific Coast Highway
Long Beach, CA 90806

GG-107

Hours: Monday-Thursday

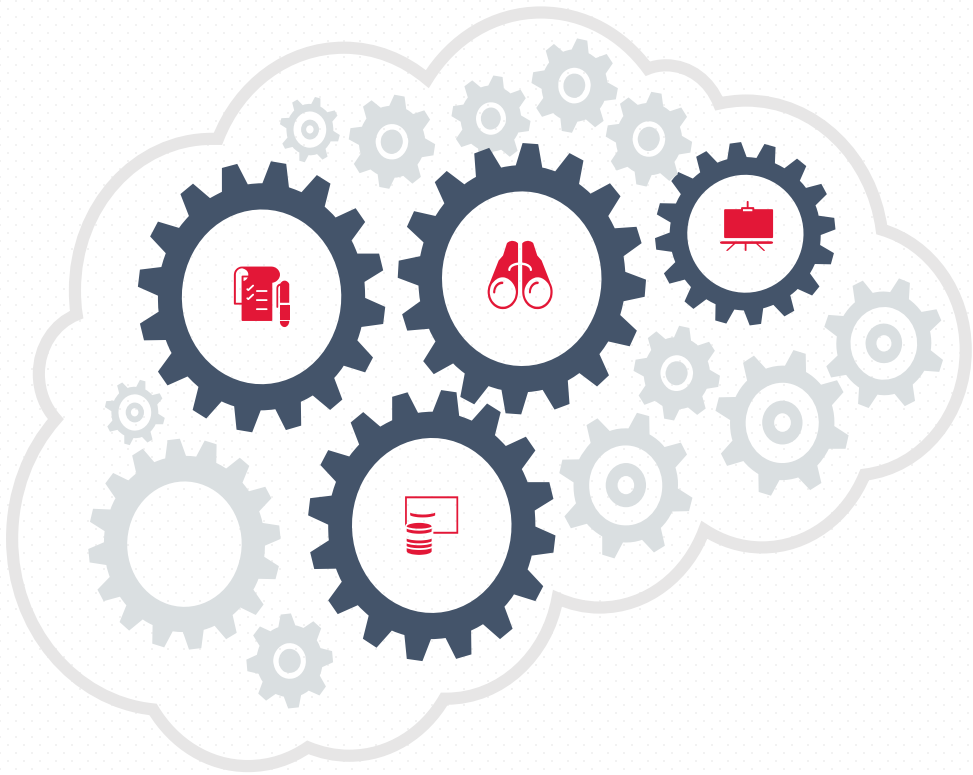
8am-5pm

(562) 938-3921

WHAT IS AN ACCOMMODATION?

- A “reasonable accommodation” is a reasonable modification or adjustment to a class or program, or the provision of auxiliary aids/services that allows a student with a disability equal opportunity to participate in LBCC programs and activities.
- Accommodations do not give students an unfair advantage, instead they level the playing field.

ACCOMMODATIONS OFFERED



-  ADAPTIVE FURNITURE
-  ALTERNATE MEDIA
-  ASSISTIVE TECHNOLOGY
-  ASSISTIVE LISTENING DEVICES
-  IN-CLASS AIDE
-  INTERPRETER SERVICES
-  NOTE TAKING SERVICES
-  LIASON ASSISTANCE
-  PRINT ENLARGER & MAGNIFIER
-  PRIORITY ENROLLMENT
-  REAL TIME CAPTIONING
-  RECORDING OF LECTURES
-  TESTING ACCOMMODATIONS

Promoting Private Self-Disclosure/**Syllabus Statement**

- It is a good idea to invite students to privately self-disclose their need for disability-related adjustments and auxiliary aids. An accessibility statement should be made on the first day of class, and a similar written statement should be included in the course syllabus.
- Such a statement might state, "*Students needing academic accommodations based on a disability must contact the Disabled Student Program & Services Office at (562)938-4558 (LAC) or (562) 938- 3921. As the professionals delegated authority from the campus to determine reasonable disability accommodations, DSP&S will assess all requested accommodations and communicate appropriately with faculty. When possible, students should contact the DSP&S prior to or within the first three weeks of the semester, as reasonable notice is needed to coordinate accommodations. For more information, visit <https://www.lbcc.edu/disabled-student-services>."*

OBTAINING NOTIFICATION FOR THE NEED FOR ACCOMMODATIONS

- If a student is requesting accommodations for your respective course, you will be notified via email to log into your Faculty Portal to access their accommodation letter.



Disabled Students Programs and Services

<i>Liberal Arts Campus</i>	4901 East Carson Street, Long Beach, California 90808	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.4118
<i>Pacific Coast Campus</i>	1305 East Pacific Coast Highway, Long Beach, California 90806	<i>tel</i> 562.938.4111 <i>fax</i> 562.938.3912

Dear Professor

One of your students is registered with Disabled Student Programs & Services and has an accommodation letter ready for your review and confirmation.

Please click on the link below to login and review the letter:

<https://clockwork.lbcc.edu/clockwork/user/instructor/default.aspx>

If you have any questions or concerns please do not hesitate to contact us.

Sincerely,

Disabled Students Programs and Services
Long Beach City College

Pacific Coast Campus

1305 East Pacific Coast Highway
Long Beach, CA 90806
(562) 938-3921
Room: GG-107
Mon - Thurs: 8:00am - 6:00pm

Liberal Arts Campus

4901 East Carson Street
Long Beach, CA 90808
(562) 938-4558
Room: A-1134
Mon - Thurs: 8:00am - 6:00pm

FACULTY PORTAL



Courses

Accommodation letters

Help

Instructor Information

Welcome to the Long Beach City College Disabled Students Programs & Services Instructor Information website. You can use this website to:

- View DSPP approved accommodations that have been provided to your students
- Tell us about your upcoming mid-terms, finals or quizzes

Email notifications from the Clockwork system will be directed to your preferred email address as you set using your PeopleSoft account. You may update your preferred email address by logging into PeopleSoft and navigating to [this page](#). If you have any further questions, please refer to this [Instructional Guide](#) or this [Instructional Video](#). When coordinating tests with our testing office, please review our [Testing Center Policy](#).

You may click the courses link in the menu above to get started. You will be asked to login using your Long Beach City College employee ID number and PeopleSoft password.

FACULTY PORTAL



Navigation bar with a 'log out' link on the right. Below it is a dark grey menu bar with three items: 'Courses', 'Accommodation letters', and 'Help'.

Courses

Show term: Winter Session 2016

Your courses are listed below. For instructions, click the 'Help' link.

Course	Options
MATH 110 SECTION: 10288 LEC (TERM: 1550)	Accommodation Letters Tests and Exams

★ indicates that there is at least one future test/exam in the system for the course

ClockWork Online Student Access

FACULTY RESPONSIBILITIES FOR **REMOTE ACCOMMODATIONS**

➤ **Testing Accommodations**

- If a student in your course is approved for extended time as a testing accommodation please utilize the "modify quiz" feature in Canvas.
 - For a "How to Video" please visit the following link: <https://youtu.be/yDqTD3jeK4g>
- After extending the student's exam time please email the student defining the time that the class is getting and the time they will be afforded.
- For questions please email dspstest@lbcc.edu

➤ **Remote Proctoring**

- If a student in your course is approved for extended time as a testing accommodation and you require assistance with proctoring the exam virtually, please contact dsptest@lbcc.edu. In your email request, please include the following details:
 - Course and section number
 - Time(s) of exam(s)
 - Frequency of exam(s)
 - Testing parameters

FACULTY RESPONSIBILITIES FOR **REMOTE ACCOMMODATIONS**

➤ **Working with Interpreters**

- If a student in your course is approved for ASL Interpreting or Real-Time Captioning please contact Stephanie Bonales sbonales@lbcc.edu.
- Instructors will need to add assigned interpreters to Canvas.
- Please note there may be a need for flexibility with deadlines due to timeline of interpretation depending on when lecture material are posted.

➤ **Notetaking**





- If a student in your course is approved for note taking accommodations, please note the student may still require a note taker if your course is occurring synchronously and there is a live lecture component. However, if lectures are pre- recorded, or notes are provided through handouts or outlines, including those of which the student is expected to fill out, then a note taker may not necessary. Before determining a student does not require a note taker, please consult DSPS.
- Contact: mvancil@lbcc.edu


FACULTY RESPONSIBILITIES FOR CREATING AN **ACCESSIBLE** COURSE

- All videos posted or shown in lecture **MUST** be accurately captioned.
- Please note that automated captions are typically inaccurate.
 - This includes the automated transcripts from YouTube and Zoom. Please check all video for accuracy before showing the video or posting it.
- For students that utilize screen readers, certain documents may be inaccessible.
 - For example, pictures or scans of documents.
- Canvas has an integrated Course Accessibility Checker
 - Please utilize this feature to guide the creation of your course.

FACULTY RESOURCES

VIKING PORTAL | CLASS SCHEDULE | CANVAS LMS

    QUICK

 **LONG BEACH**
CITY COLLEGE

[A-Z Directory](#) [About](#) [Academics](#) [Admissions & Aid](#)

DSPS Faculty Resources

[Semester Checklist](#) [FAQs](#)

Semester Checklist

1. [Accessing Accommodation Letters](#)

2. [Note Takers](#)

3. [Testing Accommodations](#)

4. [Captioning](#)



Disabled Student Programs & Services Faculty Resource Guide



CONTACT US

- Disability Support Services Specialists:
 - **Mateo Rios-Santana**
 - Phone: (562) 938-4588
 - Email: mrios-santana@lbcc.edu
 - **Mia Tabayoyong**
 - Phone: (562) 938-4274
 - Email: mvancil@lbcc.edu
 - **April McGlothan**
 - Phone: (562) 938-3209
 - Email: amcglothan@lbcc.edu
- Director: **Maria Ek Ewell**
 - Phone: (562) 938-4039
 - Email: mekewell@lbcc.edu

The image features a background of a complex network of black lines and nodes on a light gray background. A large, semi-transparent red rectangle is centered horizontally and vertically, covering most of the image. Two dark blue squares are positioned at the top and bottom center, partially overlapping the red rectangle and the network background. The text "THANK YOU" is centered within the red rectangle in a white, bold, sans-serif font.

THANK YOU