

Why am I being asked to provide my instructional materials electronically and in advance of class meetings?

Some students require an alternative way to read their reading materials for your class.

For example, some students require all text to be in braille.

Other students require text to be converted into a format that can be read by their text-to-voice software on their smart devices.

Both of these types of accommodations could take weeks and sometimes months to convert/create and deliver to your students in a timely manner.

Therefore, that is why you may receive requests from our Alt-Media team for:

- ISBN of textbooks**
- Approximate timelines of dates for starting each chapter**
- A syllabus for approximate dates of assignments, quizzes, and exams**
- All handouts and supplemental written materials**



How can I refer students to the DRC?

Do you have a student you think might benefit from DRC services?

Not sure how to refer him, her, or them?

The best time to bring up your concerns would be in a private meeting when other students are not present.

Following are some suggestions on how you might express your concerns; please keep in mind that students benefit most from honest yet kind feedback about their performance in class, whether they have a disability or not.

Do not ask the student directly if they have a disability, this might put him/her on the defensive and cause some discomfort.

Instead, Gather information about a few resources on campus, in addition to DRC, such as

The Learning Center,

Career Center,

Counseling Center,

Transfer Center,

Bookstore,

EOPS/CARE/CalWorks/Formal Foster Youth,

Health Center,

Personal Counseling Center,

International Students,

TRiO SSS, Veterans Services.

You might say,
"I want to share some information about on-campus services that you might find helpful."

Next.

When you mention the DRC, you can say something like:

" The DRC offers Learning Disability testing for students who have a history of struggling with things like reading, writing, math, etc. They might be a good place to start."

Keep in mind:

Some students feel their disability isn't "severe enough" to warrant utilizing the DRC services and feel guilty because they don't want to take away from "more deserving" students.

You may assure your student that DRC serves all types of disabilities and that requesting services through DRC in no way affects the level of services someone else with different needs shall receive.

Ultimately it is up to the student to decide whether or not to disclose a disability and pursue DRC services.

However, do feel free to let students know that you are willing to work with them and DRC to ensure that they have equal access to your curriculum.

Once, you have broached the subject and your student wishes to pursue DRC services,

What can you do to facilitate the process?

Here are some options to connect them to us:

You can give them

- Our website link; [**DRC WEBSITE**](#)
- DRC Registration; [**DRC Application**](#)

**You can give them our email address
(canadadrc@smccd.edu)**

- To set up a meeting to talk with someone first before they register
- To introduce the student via email to one of our staff members

You can even walk them over to our office to introduce us in person

Return.