

Handbook *for New Students with Disabilities*

UNIVERSITY OF CALIFORNIA

Berkeley



Fall 2013

Dear Student:

Welcome to Berkeley! We're delighted that you chose to come to Cal for your undergraduate or graduate education.

The Disabled Students' Program (DSP) is committed to ensuring that you have equal access to educational opportunities at UC Berkeley. We offer a wide range of services for students with disabilities. These services are individually designed, and based on the specific needs of each student as identified by our Disability Specialists.

This handbook is intended to be a brief introduction to DSP's services and programs as well as related campus and community services. Throughout you will see references to links on the DSP website (<http://dsp.berkeley.edu>) that will provide more information on each of these topics.

We hope you will take advantage of Berkeley's exciting intellectual and extra-curricular resources. Best of success at Cal.

Sincerely,

Paul Hippolitus
Director
Disabled Students' Program

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Overview of the Disabled Students' Program

Who We Are and What We Do

The Disabled Students' Program's mission is to ensure that all students with disabilities have equal access to educational opportunities at UC Berkeley. We offer a wide range of services, accommodations, and auxiliary services for students with disabilities. We design these services individually, based on the specific needs of each student and individual academic requirements as identified by DSP's Specialists.

The Disabled Students' Program is a student services unit in the Division of Equity & Inclusion (<http://diversity.berkeley.edu>).

Responsibilities

Student Responsibilities

We are here to help you succeed at Berkeley and are your partner in making sure you have the academic accommodations you need. You have an essential responsibility in planning accommodations and seeing that they are carried out. It's up to you to exercise "due diligence" (that is, care) to ensure that accommodations are provided. Below are some of the steps you'll need to take:

- Apply for services as soon as possible and provide documentation of conditions that may warrant academic accommodations.
- Make an appointment with a Disability Specialist to determine whether you are eligible and what accommodations may be appropriate.
- Request Letters of Accommodation, addressed to your instructors, which describe the needed accommodations once we verify your disability and determine that there is a disability-related need for academic accommodations.
- Confirm receipt of your Letter of Accommodation, which you can access and print from your secure student portal (see the Student Login at <http://dsp.berkeley.edu>). Normally, we review and approve Letters of Accommodation no more than one week after you request them. We send the letters directly to your instructors via a secure faculty portal (the Faculty Login is accessed from the DSP website, <http://dsp.berkeley.edu>).
- Personally meet with each instructor and provide them with a hard copy of the Letter of Accommodation. You should inform your instructors as soon as the letter has been approved and sent, thus giving instructors sufficient time to make necessary arrangements. This is one of your most important responsibilities.

If you are uncertain about the accommodations or services you believe you are eligible to receive, be sure to consult with your Disability Specialist. The accommodation process is an interactive one and you are expected to fully participate in the process.

If you believe that a faculty member/academic administrator/staff is not properly implementing a DSP approved accommodation, immediately notify your DSP Disability Specialist about the problem.

Faculty Responsibilities

When your requested letter has been approved, your instructors are notified by email that there is a Letter of Accommodation on their faculty portal. Your instructors are responsible for reading the letter and then providing the accommodations listed. Keep in mind that:

- Instructors should not compromise the academic integrity of a course by giving passing grades to students who have failed to demonstrate the required level of understanding or performance competency. Once instructors have provided accommodations, they should grade the work of students with disabilities as they would grade the work of any other students.
- Generally instructors at Berkeley understand the need for accommodations and do all they can to provide those outlined in the letter. However, an instructor who has difficulty providing the accommodations listed in a Letter of Accommodation or who disagrees with the accommodations should contact the Disability Specialist who wrote the letter.
- If the instructor and DSP reach an impasse in their discussion about an accommodation, they may contact Disability Compliance (<http://disabilitycompliance.berkeley.edu/>), who can assist in resolving the issue.
- Instructors should not provide academic accommodations without a Letter of Accommodation.
- Instructors should ensure that all classroom materials, such as presentations, readers, handouts, media, and websites, are fully accessible.
- Maintain student confidentiality. (See next section, "Confidentiality.")

Disabled Students' Program Responsibilities

We provide accommodations if the following conditions are met:

- You provide appropriate documentation showing you have the disability for which you are requesting accommodation.
- Qualified experts determine the accommodation is appropriate for your disability, and necessary for you to access the University's academic program.

During your intake interview your Disability Specialist will discuss your academic needs and review your documentation. The Disability Specialist may request additional information and/or documentation, if it is needed. If you are determined eligible for services, the Disability Specialist will then discuss appropriate accommodations for your course(s). In determining accommodations, your Disability Specialist will conduct an Individual Assessment. DSP is responsible for responding promptly to your request for accommodations.

Confidentiality

As a student you have a right to privacy in disability matters, and your confidentiality must be maintained by your instructors. If instructors print out Letters of Accommodation, they should file them in a safe place, and they should refrain from discussing your disabilities and necessary accommodations in the hearing of fellow students or others who have no educational “need to know” (an example of someone who might have such an educational need to know is a notetaker).

DSP cannot normally discuss any information about your progress at Berkeley with a third party, including your parents, unless you authorize us to do so in writing in advance. To obtain an authorization, see your Disability Specialist. The Family Educational Rights and Privacy Act (FERPA) and the University policy regarding the release and disclosure of student information generally prohibit DSP from disclosing confidential information to anyone but the student. The full text of the campus policy can be found online: <http://campuspol.chance.berkeley.edu/policies/studentrecdisclosure.pdf>.

How to Qualify for and Access DSP Services

- If you submit a “certification of disability” during the admissions application process, you are NOT automatically eligible for or provided with services by DSP. You must still complete an application as described below.
- Obtain the required documentation. To do this, go to the Disabled Students’ Program website (<http://dsp.berkeley.edu>), and click on “Request Services.” On this page is a link to a list of disability verification requirements of the University of California.
- Apply for services by filling out the online application, following the procedures.
- If you are unable to complete the online application process, you can also request assistance in person from the Receptionist at the DSP office (please see contact information on Page 20 of this brochure).
- After applying online, you will see a confirmation screen and will receive an email confirming receipt of your application, the name of your disability specialist, and some useful information for you as well as a reminder to call the DSP Reception Desk to make an appointment with your assigned Disability Specialist.
- Make an appointment with your Disability Specialist to determine your eligibility and to establish accommodations and/or auxiliary services.
- Please note that while it is not necessary for you to meet with your assigned Specialist before you come to campus for the Fall semester, if you plan to attend Summer Bridge and require accommodations or if you wish to see your Specialist before or during your summer CalSO orientation, you need to make an advance appointment to do so.
- As part of the comprehensive assessment and evaluation process, your Disability Specialist will determine which services are necessary to assure your full participation in your academic program at UC Berkeley. Some students require program modifications, such as a reduced course load. Some students require auxiliary services, such as notetakers or laboratory assistants. Many students require academic adjustments, or modifications in instructional methods such as alternative media and class handouts or extended time for examinations. In combination, program modifications, auxiliary services, and academic adjustments are often referred to as “academic accommodations.”
- Request your accommodations and auxiliary services online through the secure student portal (the Student Login is available at <http://dsp.berkeley.edu>).
- Print a copy of your letter of accommodation from your student portal. Talk to all of your instructors at or near the beginning of the semester; show the instructor

your copy of the letter of accommodation and remind them that an electronic version is available on the faculty portal. Remember, it is your responsibility to talk to each of your instructors early in the semester.

- Ensure that your auxiliary service provider (excluding notetakers) submit timesheets at the required due dates.
- Manage your auxiliary service allocations responsibly.

Target Dates for Requesting Accommodations

After your first semester you will receive priority enrollment. Below are the targeted timelines for fall and spring semesters each academic year by which DSP expects and relies upon DSP students to submit requests for selected DSP auxiliary aids and service:

Interpreting & Captioning: Requests are due six (6) weeks before the first day of class each fall and spring semester.

Alternative Media: As a DSP alt media student, you receive priority enrollment, which gives you the opportunity to register for your courses during the first day of both Tele-BEARS Phase I and Phase II. Enrolling the first day of Tele-BEARS Phase I means you may enroll in most courses as far in advance as nineteen (19) weeks before the first day of class. Your early course enrollment (if promptly followed by your alt media request) enables DSP to produce your complete alt media before the start of class.

Submitting your alt media requests as early as possible makes it more likely you will receive all of your alternative media material prior to the start of a semester. Once the course materials are announced for any course in which you are enrolled, immediately submit an alt media request. DSP will send you an email acknowledging receipt and stating scheduled completion date.

No later than three weeks prior to the start of the semester, for each course in which you are enrolled, either submit an Alt Media Request, or (if the textbook and/or course reader have not yet been announced/made available) submit an Alt Media Notice. Otherwise, the Alternative Media Center is unlikely to be able to provide your alt media within Standard Production Timelines. Upon DSP receipt of an Alt Media Notice, the instructor will be contacted to attempt to expedite identification and availability of course materials. For more information about alternative media guidelines, see <http://dsp.berkeley.edu/alt-media>.

Ask for Help if Classes Start in Six Weeks & Course Materials are Not Yet Available. The University is aware that course instructors do not always identify course materials six weeks or more before classes start, and that materials are not always available as soon as they are announced. If six weeks prior to the start of the semester, course materials have not yet been announced/made available for a course in which you are enrolled, submit an Alt Media Notice. The instructor will be contacted to attempt

to expedite identification and availability of course materials. For details see <http://dsp.berkeley.edu/alt-media>.

Note Taking: Requests are due six (6) weeks before the first day of class each fall and spring semester.

Accessible Furniture: Requests are due six (6) weeks before the first day of class each fall and spring semester.

Proctoring or Testing: Students who anticipate the possibility that accommodations on examinations may be needed should make sure to establish eligibility for such accommodations before the start of the semester. Because many testing accommodations require the course instructor to make special testing arrangements and such arrangements take time, the student should notify his/her course instructor at the start of the semester, or as soon thereafter as the student knows testing accommodations will be needed with respect to the examinations in the particular course. Even after DSP has established the student's eligibility for testing accommodations in general, DSP still needs advance notice of the need for testing accommodations in the particular course and the specific exam – requests for testing accommodations are due to the student's Specialist (via SCARAB) at least three (3) weeks before a regularly scheduled test, and seven (7) weeks before a final exam, including associated requests for an amanuensis or scribe. At least a month before the specific exam, students are advised to inquire with their course instructor to be sure that the instructor has made arrangements for testing accommodations.

Services for Students with Disabilities

Below are summaries of the services and programs that the Disabled Students' Program offers to students with disabilities. These services are generally divided into two categories: those that are mandated by law, also referred to as academic accommodations and auxiliary services; and non-mandated services which may include a variety of forms of assistance to help you succeed at Berkeley.

Academic Accommodations and Auxiliary Services

Academic accommodations and services are mandated by law to allow students with disabilities equal access to educational opportunities. Accommodations and services are individually determined based on each student's disability-related needs and the requirements of the course.

Following are some examples of the types of accommodations and auxiliary services provided to students with disabilities:

- Extended time on in-class exams and quizzes
- Rest breaks during exams to avoid problems with stamina and fatigue
- The use of a laptop computer with word processing software for writing in-class exams and in-class writing assignments
- The use of an assistive listening device during class
- Alternative media
- Allowance for occasional disability-related absences
- The use of a sign-language interpreter
- The use of a real-time captioner
- The use of a notetaker
- The use of a LiveScribe pen for note-taking
- The use of a sign-language interpreter
- The use of a computer with screen reader
- The use of a computer with screen magnification

In addition to academic accommodations and auxiliary services, DSP offers the following services and programs:

DSP's TRIO/Student Support Services Project

The TRIO/SSS Project is designed as a critical component of DSP's services for undergraduate students to promote retention and graduation.

Support services that TRIO provides to undergraduates include:

Academic Support

- Assistance in transitioning into Cal
- Tutoring through a cooperative program with the Student Learning Center
- Academic Advising
- Individual academic consultations on study skills, initial academic planning, and test-taking
- Exploring Learning Differences: Strategies for Success, a two-unit course for students with learning differences that promotes academic success
- Instruction in assistive technology

Financial Aid and Money Management

- Money management tools and resources
- Financial Aid counseling
- Grant-in-aid awards for eligible Pell Grant recipients in their first two years of college

Personal Support & Disability Advocacy

- Personal coaching and counseling
- Peer advisors: experienced Cal students provide useful information and support
- Weekly announcements regarding disability-related campus events, community resources, and opportunities for activism that promotes disability awareness, social justice, and disability pride

Post-Graduation Planning

- Advising and assistance with post-graduation plans
- Information on funding for grad school
- Professional Development & Disability course
- Faculty Mentoring

Co-curricular, Extracurricular, and Nonacademic Accommodations

Your experiences outside of the classroom are an important part of your Berkeley education. If you wish to attend events, lectures, registered student group meetings, and the like that are not required as part of your academic program, the campus sponsor of the event—department, office, or student group—is responsible for providing the appropriate accommodations with advance notice. For more information, contact the Access Specialist at <http://access.berkeley.edu>.

The University encourages students with disabilities to participate in the fullest range of educational opportunities possible. Requests for accommodations for activities that occur within the United States are handled the same as any other request for accommodation from a UC Berkeley student. Although in most situations the University does not have a legal obligation to provide accommodations to students with disabilities when they are in countries outside the United States, there are some instances in which assistance may be available from the University (for more information, contact Disability Compliance [<http://disabilitycompliance.berkeley.edu>]).

Permission to Take a Reduced Course Load

Following verification of a student's disability, a Specialist or college advisor may recommend a reduced course load. Reduced Course Load letters must be specific and appropriate to the student's particular disability and the relevant circumstances. Reduced Course Load Letters are not a substitute for a failing grade. DSP informs the Financial Aid Office to protect your financial aid award from being affected by the impact of a reduced course load.

Priority Enrollment (Tele-BEARS)

Students with disabilities receive priority enrollment so that you are able to predict your course schedule in advance and are able to provide DSP with advance notification of your accommodation and auxiliary service needs.

Alternative Media Center

DSP students who have been approved by their DSP Specialists for alternative media academic accommodations (print materials to electronic materials or large print or Braille) are served by our staff in the Alternative Media Center in 23 Wheeler Hall. Students who have been approved for alt media services need to follow the Guidelines governing this service when submitting their requests. If you have been approved for this accommodation be sure to read and learn our Alternative Media Guidelines governing this service. See <http://dsp.berkeley.edu/alt-media>. If you have any question about alt media services, please contact our Alt Media Liaison at dspamc@berkeley.edu or ask your DSP Specialist. For more campus resources to support students with print disabilities, see the Print Access Guide at <http://dsp.berkeley.edu/print-access>.

Financial Assistance

Students are often concerned about finances. Having a disability can produce even more financial burdens: part-time employment isn't always an option, and often there are a number of extra disability-related expenses. Below are some sources of assistance that may be helpful to students with disabilities.

For more information check the campus webpage at <http://www.berkeley.edu/apply/aid.shtml> for a wide range of campus financial aid resources.

Campus Financial Aid

Financial aid is offered to students, disabled or not, who may qualify by showing that their income, resources, and in some cases, parents' income and resources, are not adequate to meet the cost of the student's education.

The situations listed below can result in inadequate financial aid awards without DSP's help. At your request, DSP can work with the Financial Aid Office to protect your award:

- Taking a reduced course load (a minimum of 6 units).
- Inability to work part-time due to your disability (during summer and breaks, during the school year, or both). If you are eligible for Work/Study you may be able to convert your Work/Study to loans.
- Medical expenses, treatments, disability-related equipment, &c. that you pay for, not covered by medical insurance

Other sources of assistance available through the Financial Aid Office include:

- Federal Direct Loans for Students (<http://students.berkeley.edu/finaid/undergraduates/directloan.htm>)
- Parent Loans for Undergraduate Students (PLUS Loans) (<http://students.berkeley.edu/finaid/undergraduates/plusloan.htm>)
- Scholarship Connection (<http://scholarships.berkeley.edu>)

If you are a graduate student, consult the Graduate Division website at <http://www.grad.berkeley.edu/financial> for extensive information about financial aid and fellowships. You are also encouraged to check your department's website for information on fellowships and scholarships.

Financial Aid Office Emergency Loans

(<http://students.berkeley.edu/finaid/undergraduates/eloans.htm>) Living Expense Loans up to \$775 are available to currently registered students. Co-payable Loans for Fees are available to non-registered students without blocks for the amount required to qualify for the Fee Payment Plan. Co-payable loans are not available for Summer Session fees. Loans are interest-free and due after 60 days.

DSP Student Technology Grant

DSP enrolled students with disabilities who are eligible for Student Financial Aid may apply for this DSP Student Technology Grant. The intent of this DSP Student Technology Grant is to recognize the unique needs of students with disabilities for assistive technology that improves access to instructional and research materials. This DSP Student Technology Grant program is not a legally mandated accommoda-

tion. It is a grant or gift dedicated to helping you support your needs for personal technology software. For more information see <http://dsp.berkeley.edu/grants.html>.

Scholarships and Awards

In addition to DSP Student Technology Grants, several other awards are available to DSP students:

The **Lois I. Hogan Grant** of \$1,000 is given in the Spring to a student with a disability who has current employment or has been offered a semester or summer job/internship, paid or non-paid, and is in need of extra disability-related financial assistance. For example, the award could cover the costs of secretarial assistance (if not already covered by an employer) or transportation costs while on an internship. Students are eligible if they have a firm internship or student job offer by the application deadline. For more information and timelines, contact Mike Bishop, bishop@berkeley.edu.

A UC Berkeley support group composed of faculty spouses and other members of the University community, the **University Section Club** offers two different grants. Student Grants of up to \$1,000 are available to graduating seniors and graduate students with a GPA of 3.5 or higher. The Sylvania Elberg Memorial Fund provides emergency aid of up to \$500 to any student. These grants are intended to assist students with disabilities and others who have an unforeseen financial emergency. Students must submit a letter to their DSP specialist stating the reason for their request, along with a transcript.

Non-Campus Financial Resources

If you receive one or more other disability benefits, consult with your DSP specialist about ways to prevent the various aid programs from having an adverse effect on each other. You may also go to <http://www.disabilitybenefits101.org> for more information on disability benefits.

In addition to campus financial assistance, students with disabilities may be eligible for the following government financial benefits.

- SSI (Supplemental Security Income) (<http://www.socialsecurity.gov/pgm/ssi.htm>)
- SSDI (Social Security Disability Insurance) <http://www.ssa.gov/disability/>
- Plan to Achieve Self Support (PASS) (<http://www.socialsecurity.gov/disabilityresearch/wi/pass.htm>)
- Medi-Cal (<http://www.medi-cal.ca.gov/>)
- IHSS (In-Home Supportive Services) (<http://www.cdss.ca.gov/agedblindddisabled/PG1296.htm>)

- Department of Rehabilitation (<http://www.rehab.cahwnet.gov/>)
- California Regional Centers (<http://www.dds.ca.gov/rc/rclist.cfm>)
- California Children's Services' (<http://www.dhs.ca.gov/pcfh/cms/ccs/>)

Disabled Students' Residence Program (DSRP)

The Disabled Students' Residence Program (DSRP) provides independent living skills training for Department of Rehabilitation (DOR) consumers/students. DSRP services serve any DOR consumer/UC Berkeley student who would benefit from independent living skills training while attending school at UC Berkeley. Specific program services are designed for DOR consumers attending UC Berkeley with severe physical disabilities, Autism Spectrum Disorders, and other disabilities. DOR consumers do not need to live on campus to participate in the DSRP services (unless they require intensive personal care training).

Attendant Referral

The DSRP Coordinator screens and interviews prospective attendants for personal care and household chores, and may maintain a listing which can be consulted if you have mobility impairments.

Housing Services

Housing Services can assist students with disabilities in securing priority for housing. Some residence hall rooms on the Berkeley campus have been modified for physically disabled, deaf, hard of hearing, and visually impaired students. In order to qualify for priority housing and receive the appropriate accommodations, students must provide the Housing Office with verification of their disabilities. Contact Camille Harvey at 510-642-4108.

Proctoring Services

Proctoring Services is housed in the Disabled Students' Program. It is your instructors' responsibility to contact Proctoring Services (<http://dsp.berkeley.edu/proctoring/>) and make any arrangements for proctors for tests as needed.

Non-DSP services for students with disabilities include:

Career Center Services

The Career Center (<http://career.berkeley.edu/infolab/Diversity.stm#disab>) provides access to its services to students with disabilities and programs; the Workability IV program (<http://waiv.berkeley.edu>) offers career counseling and job placement services for eligible students with disabilities.

Library Services

The Library assists people with disabilities in accessing the Library's collections, including online help with research questions, proxy borrowing, assistive technol-

ogies, text telephone communications, and library contacts for users with disabilities. Information on the Library's services for persons with disabilities can be found at http://www.lib.berkeley.edu/Help/with_disabilities.html.

Campus Groups for Students with Disabilities

The Disabled Students' Union, a registered student group, advocates for students with disabilities on campus. More information is available at the LEAD Center webpage (<http://lead.berkeley.edu/orgs>); click on "Join an Organization" and search for the word "disabled."

Getting Around Campus

Campus Access Guide

This guide (<http://access-guide.berkeley.edu>) provides comprehensive information about physical access to the campus and policies and procedures related to full participation in campus activities. Maps include accessible building entrances, campus routes, and pathway slopes. The Guide also covers transportation and parking, academic and non-academic accommodations, dispute resolution procedures, technology access, and other topics.

Parking

For detailed information, consult the Campus Access Guide at http://access-guide.berkeley.edu/dp_parking.shtml.

Parking and Transportation Services is located at 2150 Kittredge Street, First Floor; 510-643-7701; prktrans@berkeley.edu.

Campus Transportation

The Loop

The Loop is a golf-cart transportation service for those with mobility impairments. Schedule, route, and stops can be found on the web at <http://loop.berkeley.edu/>.

Campus Shuttles

BearTransit shuttle buses run various routes in the campus area, especially around the perimeter of campus and downtown. Routes and location of stops can be found on the web at <http://pt.berkeley.edu/around/transit/routes/>; 510-642-5149 (recording); 510-643-5708 (voice only).

Area Public Transit

AC Transit runs bus services throughout the East Bay, and express buses to San Francisco. For more information, contact <http://www.actransit.org/>.

For transit throughout the Bay Area, call 511 or check the web at 511.org.

Making Appointments and Student Emergencies

- Disability Specialists are available to meet with students by appointment and during drop-in hours.
- To make an appointment with a Disability Specialist call the DSP receptionist at 510-642-0518.
- Disability Specialists also hold drop-in hours for their assigned students. It is important that students maintain regular contact with their assigned Disability Specialist by scheduling appointments and attending drop-in hours.
- DSP also has a Specialist of the Day whose role is to assist with student emergencies, when the student's assigned DSP Specialist is not available.
- Student emergencies are those situations that need to be attended to immediately such as an immediate accommodation issue or a serious student crisis which may involve referral to Counseling and Psychological Services.
- The Specialist of the Day does not respond to student issues that can be dealt with during regular appointment times or drop-in hours.

Academic Reminders

- Talk to all of your instructors at or near the beginning of the semester; show the instructor your copy of the letter of accommodation and remind them that an electronic version is available on the faculty portal (the Faculty Login is available at <http://dsp.berkeley.edu>). Remember it is your responsibility to talk to each of your instructors early in the semester.
- Work with your instructors so that you will receive the appropriate accommodations. They want you to succeed here as much as we do.
- Review your course syllabus and make final decisions about your course load.
- Review your final exam schedule to determine if there are any conflicts created by your accommodations. If there are, discuss with your instructor and disability specialist immediately.
- Make sure you adhere to all university deadlines for adding or dropping courses.
- Seek out tutoring through the Student Learning Center if needed.

Grievance/Complaint Resolution Procedures

Issues with the Disabled Students' Program

If you have concerns about the Disabled Students' Program's services, the unit has both informal and formal resolution procedures available at <http://dsp.berkeley.edu/complaintresolution.html>.

Issues with Faculty and GSIs

The Campus Access Guide at <http://access-guide.berkeley.edu/complaints.shtml> has detailed information about what to do if you believe your instructor is not providing the accommodations specified by your Letter of Accommodation or if you have concerns about grading or your academic standing.

Issues at Campus Events/Activities

For more information, contact the Access Specialist at <http://access.berkeley.edu/>.

Disability Compliance

The Disability Compliance office at <http://disabilitycompliance.berkeley.edu> works with students and other individuals to resolve issues concerning non-academic (as well as academic) accommodations.

Student Emergency Preparedness Program (Evacuation Plan) for Students with Disabilities

Students who need accommodations during emergency evacuation need to discuss evacuation procedures for students with disabilities with their Disability Specialist and DSP Access Coordinator, and read the procedures at <http://dsp.berkeley.edu/access.html>

Useful Websites

Campus Access Guide

The Campus Access Guide (<http://access-guide.berkeley.edu>) is a comprehensive web and downloadable PDF guide to accessing the campus, especially for those with mobility disabilities. It also describes complaint resolution procedures for issues related to disabilities. Consult this guide first when you have questions about campus access, policies, and procedures.

Community Resources

For a list of community resources for people with disabilities, see the City of Berkeley website at <http://www.ci.berkeley.ca.us/contentdisplay.aspx?id=7872>.

Emergency Evacuation Procedures

The Office of Emergency Preparedness (http://oep.berkeley.edu/emergencies/disabled_people/) provides information to students with disabilities on what to do in an emergency, and includes guidelines for evacuating persons with disabilities.

Campus and UC Policies Related to Students with Disabilities

A variety of policies and practices related to accommodations for students with disabilities are available on the Disabled Students' Program website at <http://dsp.berkeley.edu/policies.html>.

History of the Disabled Students' Program and the Disabled Students Residence Program

See the DSP website (<http://dsp.berkeley.edu/history.html>) for a history of DSP and the Residence Program.

Staff Directory

Disabled Students' Program

260 César E. Chávez Student Center

Berkeley, CA 94720-4250

Office Hours: Monday–Friday: 8 a.m.–12 p.m., 1 p.m. – 5 p.m.

CLOSED: Noon–1 p.m.

Voice: 510-642-0518

TTY: 510-642-6376 (hearing impaired)

Fax: 510-643-9686

Website: dsp.berkeley.edu

Director	Paul Hippolitus
Associate Directors	Connie Chiba
.....	Randy Jordan
Academic Services (enrollment, registration, withdrawals, dropping classes, re-admission).....	Student Disability Specialist
DSP Policies and Practices	Paul Hippolitus
Alternative Media.....	Martha Velasquez
Attendant Referral Services	Kevin Shields
Attention Deficit Disorder	Connie Chiba
	Hahva Gallagher
	Abigail Tilden
Auxiliary Service Procedures or Complaints	Randy Jordan
Auxiliary Service Requests	Student Disability Specialist
Autism Spectrum Disorders.....	Connie Chiba
.....	Cathy Jay
.....	Haydee Lindgren
Blindness and Visual Impairment	Kerry Stamps

Section 8: Staff Directory

Brain Injuries.....	Connie Chiba Haydee Lindgren Abigail Tilden
Chronic Illnesses.....	Haydee Lindgren
Communication Services.....	Randy Jordan (Management)
Disability Access Specialist	Daniel Kodmur
Communications and Mobility Access Officer.....	Daniel Kodmur
Complaints	Paul Hippolitus
Deafness and Hard-of-Hearing.....	Randy Jordan
Learning Disabilities	Connie Chiba Abigail Tilden
Mobility Impairments / Physical Disabilities	Cathy Jay Haydee Lindgren
Note-taking Staff.....	Greta Devol Mara Constantine
Proctoring Services.....	Frankie López
Psychological Services	Hahva Gallagher Kerry Stamps
Realtime Captioning Coordinator	Betty Atanasu
Residence Program.....	Kevin Shields
TRIO/Student Support Services.....	Connie Chiba Cathy Jay
Wheelchair Information.....	Vendors List for Wheelchair Repair (see http://dsp.berkeley.edu/wheelchairrepair.html)

Nondiscrimination Statement

The University of California, in accordance with applicable Federal and State Law and the University's nondiscrimination policies, does not discriminate on the basis of race, color, national origin, religion, sex (including sexual harassment), gender identity, pregnancy/childbirth and medical conditions related thereto, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This nondiscrimination policy covers student admission, access, and treatment in University programs and activities. It also covers faculty (Senate and non-Senate) and staff in their employment.

Disabled Students' Program

César E. Chávez Student Center
Berkeley, CA 94720-4250

Voice: 510-642-0518

TTY: 510-642-6376 (hearing impaired)

Fax: 510-643-9686

Website: dsp.berkeley.edu

Division of
**Equity
& Inclusion**

