

## **Disability Support Services (DSS)**

I encourage you to use any accommodations to which you are entitled, since using accommodations sometimes makes the difference between success and failure.

Please start using accommodations right away. If you don't need them, we can cancel them. But we can't un-do bad grades you earned because you weren't using them!

The main DSS office is located on the first floor of the Cesar Chavez Center.

DSS test proctoring is located in the Academic Success Center, room 420.

DSS Phone: (619) 482-6512 (voice) or (619) 207-4480 (video phone).

DSS e-mail: [dss@swccd.edu](mailto:dss@swccd.edu)

### **To use accommodations:**

Step 1: Request your AAA (Academic Accommodations form) from DSS. They will send it by e-mail.

Step 2: Bring a printed copy of your AAA for me to initial.

Step 3: For testing, bring two TARFs (Test Accommodation Request Form) to your professor.

- one for the regular exams
- one for the final exam
- (If you want to take proctored quizzes, bring three TARFs.)

Step 4: Take the TARFs to the DSS Proctor (420A) for scheduling.

### DSS Referral

Southwestern College recommends that students with disabilities or specific learning needs contact their professors during the first two weeks of class to discuss academic accommodations. If a student believes that they may have a disability and would like more information, they are encouraged to contact Disability Support Services (DSS) at (619) 482-6512 (voice), (619) 207-4480 (video phone), or email at [DSS@swccd.edu](mailto:DSS@swccd.edu) . Alternate forms of this syllabus and other course materials are available upon request.