

DISABLED STUDENTS PROGRAM SYSTEM MANUAL

STUDENT INSTRUCTIONS

Student Login

Access the Disabled Students Program website at: <http://dsp.sa.ucsb.edu/services/> or by clicking on the DSP Services Portal Icon:



Enter your User Name (UCSB NetID) and Password and click on the Login button.

A screenshot of the DSP Services Portal login page. The header is blue with the DSP logo, "DISABLED STUDENTS PROGRAM UNIVERSITY OF CALIFORNIA, SANTA BARBARA", and the UCSB logo. Below the header is a yellow bar with the address "2120 STUDENT RESOURCE BUILDING SANTA BARBARA, CA 93106-3070 / 805.893.2668 / FAX: 805.893.7127". The main content area is white with a blue gradient background. It features a "DSP SERVICES PORTAL" title, a "USER NAME:" label with an input field, a "PASSWORD:" label with an input field, and a "LOGIN" button with a right-pointing arrow.

Upon logging in you will be greeted with a screen displaying several tabs: **Home**, **Application**, **Documents**, **Services** and **Logout**. The Home Page will also show where you are in the application process. The standard process includes four steps: **Application Received**, **Documents in Review**, **Ready for Meeting**, and **Services Approved** (assuming you meet the criteria to receive services). If this is the first time you have visited the DSP Application website, all of the steps mentioned will be grayed out, showing you have not yet submitted an application to our office:

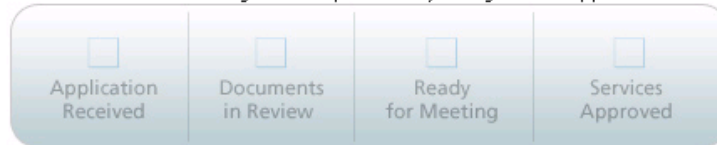
DSP SERVICES PORTAL

HELLO, KATHLEEN.

Please select a page from the menu above.

YOUR PROGRESS:

Please start the registration process by filling out an application.



MESSAGES:

Student Application for Services

If this is your first time visiting our website to receive services, the first step is to submit an application. Click on the Application link, you will be taken to a page with some basic information about you such as your name, perm number, email address and contact phone number. You will be asked to enter some additional basic information about yourself and your disability:

Preferred Name

If you prefer to be called by a name other than your given name, please enter it in this box, otherwise leave this box empty.

DSP Contact Phone Number

This is the number DSP will use to contact you. By default, it will be recorded as the number the University has on file for you. To replace this number with another number that you would like us to use for contact purposes, type it into this box in ten-digit format, including the area code. This is especially important if you are using a cell phone with an area code other than 805.

Undergraduate

If you are an undergraduate student, check this box.

Major

Select your major from the drop down list.

Disability(ies)

Please select one or more disabilities you have from this list. You may choose one or more, but you will be required to provide supporting documentation for each disability you list if you are to receive appropriate services from our office for that disability.

Primary Disability

Please choose what you feel is the disability that most greatly affects your day to day life from this menu. Your choices will be limited to the disabilities you've disclosed in the previous step.

User Agreement

Read the agreement listed adjacent to the box. If you agree to the terms, check the box and then click the button marked "Submit Application Now". This will take you to the next step in the process, submitting documentation.

Student Document Uploading

After you submit your application, you will be automatically directed to the documentation page:

The screenshot shows a web interface with a blue header bar labeled "DOCUMENTS". Below the header is a white box containing the following information:

- Name: **Kathleen**
- Preferred Name: Kat
- Perm Number:
- Email: @umail.ucsb.edu
- DSP Contact Phone: 805-729-
- Major: Undeclared

Below this information box, there is a message: "There are no documents on record for this student." At the bottom of the page is a blue button labeled "Add new document".

If you would like to upload supporting documentation for your disability (such as educational testing scores, documentation from a physician or psychiatric notes), you may do so at any time. Click on the "Add New Document" button. This will take you to a page title "Upload Document(s)". Click on the "Browse" button to open a file navigation window. Navigate to the location where your documentation is stored. You may only upload one document at a time so repeat this process for each document you wish to upload. Acceptable file types are Microsoft Word documents (*.doc), Text files (*.txt) and Personal Document Files (PDF or *.pdf). File types other than these will not be able to be accepted.

When you have located the file you wish to upload, click on the file name. You will see the file name placed into the box. In the box labeled "Description" type a brief description of the documentation you are attaching, i.e. "WAIS Revised" or "Letter from Psychiatrist". Then click the "Add This Document" button. Depending on your connection speed to the Internet, the length of time needed to completely upload a

document will vary. Please wait until the hourglass has disappeared before uploading additional documents if necessary. You will see the name of your document appear in the window at the bottom of the screen once your upload has completed.

Services

Click on the “Services” tab and you will see a list of services for which you have been tentatively approved:

YOUR SERVICES

The following list contains the services for which you have been approved by your Disabled Students Program (DSP) specialist. In order to access these services, you must first agree to the terms of use for each service. Click on each service, read the agreement and, if you accept the terms, check the "I Accept" box and click on the Update button. You may review the terms of use at any time by returning to this page and clicking on the name of the service you wish to review. Once you accept the terms of an accommodation, you will be able to download a copy of the service request form for that accommodation.

Service	Available	FALL 2008
Notetaking for Lectures	<input type="checkbox"/>	
E-Text	<input type="checkbox"/>	
Recording for the Blind and Dyslexic	<input type="checkbox"/>	
ATC - Kurzweil	<input type="checkbox"/>	
Essay Exams 150%	<input type="checkbox"/>	
Short Answer Exams 150%	<input type="checkbox"/>	
Problem Solving Exams 150%	<input type="checkbox"/>	
Private Exam Setting	<input type="checkbox"/>	
Priority Registration	<input checked="" type="checkbox"/>	
Modified Exam Format	<input type="checkbox"/>	

In order to receive a service, you must click on the name of the service for which you've been approved. This will display the user agreement for that service. In order to access the service, you must **read the service agreement**, **check the box** marked “I Accept” and **click the Update button** to signify that you are agreeing to the rules and responsibilities for the service in question. You will be held accountable for following all service agreements.

PROCTORING

Instructor Letter Requests

If you qualify for any type of exam accommodation for midterms and finals, click on the tab marked “Instructor Letters”. This will allow you to view your courses and choose one or more courses for which you’d like to submit an instructor letter, notifying them of your exam accommodations.

The screenshot shows a navigation bar with two tabs: "Your Services" and "Instructor Letters". Below the tabs is a main header "INSTRUCTOR LETTER REQUESTS". Underneath, there are three sections: "UNREQUESTED COURSES" with a course entry "Course: ANTH 149 / CLEVELAND / TR 9:30-10:45" and a "Request Letter" button; "INSTRUCTOR LETTER REQUESTED COURSES" with the text "No requests have been submitted"; and "DROPPED COURSES WITH INSTRUCTOR LETTER REQUEST" with the text "No courses with a request have been dropped".

Next, click on the box labeled “Request Letter” adjacent to the course for which you’d like to request an instructor letter. The system will display a summary of the information being sent to the instructor, and an instructor letter agreement.


The screenshot shows a form titled "SUBMIT A NEW INSTRUCTOR LETTER". It is divided into three sections: "REQUESTER INFO" with fields for Name (Robert), Email (redacted@umail.ucsb.edu), and Phone (5555555555); "COURSE INFO" with fields for Course (ANTH 149), Instructor(s) (CLEVELAND), and Meeting Time (TR 9:30-10:45); and "INSTRUCTOR LETTER AGREEMENT" with a checkbox and text: "Agreement: I understand that by submitting this request, I am authorizing DSP to verify my participation in the Disabled Students Program to the instructor(s) of record for the course listed above."

Submit Course Accommodation Request

Cancel

Read the agreement and click on the box to signify your acceptance of this disclosure. Then click the button labeled "Submit Course Accommodation Request".

The system will display for you a copy of the letter which has been sent to your instructor. You may choose to print a copy for your records at this time as well.

REQUESTER INFO	 Print This Letter
Name: Robert [REDACTED]	
Email: [REDACTED]@umail.ucsb.edu	
Phone: 5555555555	
COURSE INFO	
Course: ANTH 149	
Instructor(s): CLEVELAND	
Meeting Time: TR 9:30-10:45	
INSTRUCTOR LETTER	
9/22/2008 6:27:11 PM CLEVELAND ANTH 149 TR 9:30-10:45 Robert [REDACTED]	
<p>The Americans with Disabilities Act mandates that institutions of higher education provide reasonable and appropriate accommodations to students with qualifying disabilities to allow equal access to educational opportunities. Instructors are not required to compromise the integrity of course material or to grade students who receive accommodations more or less leniently than other students in the class. The Disabled Students Program (DSP) is charged with insuring that the institution meets its obligations to provide services to students who are eligible for reasonable accommodation. The above named student has provided DSP with appropriate documentation supporting a request for the academic accommodation(s) as recommended below.</p>	
<p>Essay Exams 150% Multiple Choice Exams 200%: Your departmental administrative assistant or departmental ADA representative will provide an additional test room so the student can complete his/her test if the original test site is not available past the designated time. Please coordinate this with the appropriate person in your department.</p>	
<p>Below you will find additional information that may be helpful. Note: If you have questions about this request for an accommodation, please contact me as soon as possible.</p>	
<p>Gary White, MFT, Director Disabled Students Program gary.white@sa.ucsb.edu 805-893-2668</p>	
Back	

Proctor Requests

Once you have submitted an Instructor Letter for an exam, you will be able to submit a Proctor Request for that class.

First, click on the Proctor Requests tab. This will display a list of Proctor Requests in various stages of completion. Find the course for which you would like to submit a new Proctor Request under the heading of “Submit New Proctor Request” and click on the adjacent button marked “Request Proctor”:

The screenshot shows a web interface titled "PROCTOR REQUESTS" with a dropdown menu set to "SUMMER 2009". A note at the top states: "Note: Please note that you must first submit an instructor letter before you can submit a proctor request for a given course. If a course exists in the unrequested courses list under the instructor letter requests tab, but not here, then you will need to submit an instructor letter for that course first." Below this, there are three sections: "SUBMIT NEW PROCTOR REQUEST" with three course entries (MCDB 1A, EEMB 2, MCDB 1B) each with a "Request Proctor" button; "SUBMITTED PROCTOR REQUESTS" with one entry (EEMB 2) with a "View Request (8/19/2009)" button; and "DROPPED COURSE REQUESTS" with a message: "There are no dropped courses with instructor letters/proctor requests at this time".

A new Proctor Request page will load with some of the information pertaining to that course filled in already. You will need to input your exam date and select any and all services you believe pertain to the exam you will be taking. Please consult with your instructor and use common sense when making these choices (i.e. do not check off “Problems” for an English class or “Essay Exams for Math 100 unless you know for certain these types of questions will be asked on the exam).

SUBMIT NEW PROCTOR REQUEST

REQUESTER INFO

Name: Jonathan [REDACTED]
 Email: [REDACTED]@umail.ucsb.edu
 Phone: [REDACTED]

COURSE INFO

Course: MCDB 1B
 Instructor(s): Low | Bush
 Meeting Time: MTW 12:30-1:55

EXAM INFO

Exam Information

Exam Date:

Exam Accommodations

Essay Exams 150%
 Multiple Choice Exams 150%
 Problem Solving Exams 150%
 Short Answer Exams 150%

Exam Settings

Alternate Exam Setting

Click on the continue button.

The release authorization shown below will load. You will need to check the box and click the Submit button in order to complete processing your Proctor Request. You may also choose to Edit or Cancel this request prior to submitting.

I understand that by submitting this request, I am authorizing DSP to verify my participation in the Disabled Students Program to the instructor(s) of record for the course listed above.

Completed Requests

Once your instructor has completed his or her portion of the Proctor Request, it can be found under the **Completed Requests** tab. There are three headings on this page: Unfilled Accommodations (Proctor requests which do not yet have an assigned proctor), Filled Accommodations (Proctor Requests which have an assigned proctor), and Completed Accommodations (Proctoring requests which occurred in the past).

EXAM ACCOMMODATIONS
WINTER 2009 ▾

UNFILLED ACCOMMODATIONS

You are not in any unfilled accommodations

FILLED ACCOMMODATIONS

CHEM 6BL | 2/11/2009 | [View Accommodation](#)

CHEM 6BL | 3/3/2009 | [View Accommodation](#)

COMPLETED ACCOMMODATIONS


CHEM 6BL | 2/3/2009 | [View Accommodation](#)

You may view the details of your accommodations at any time by clicking on the View Accommodation button adjacent to the request you'd like to review.

This is how a typical request will look:

EXAM ACCOMMODATIONS

EXAM ACCOMMODATION

Requests in Accommodation:  Nicolas

Exam Pick-Up Time: 2/11/2009 5:45 PM

Exam Start Time: 2/11/2009 6:00 PM

Exam End Time: 2/11/2009 11:45 PM

Exam Drop-Off Time: 2/11/2009 11:45 PM

Exam Pick-Up Location: Chem 1179

Exam Location: Chem 1171A

Exam Drop-Off Location: Chem 1179

Creator E-mail: pettus@chem.ucsb.edu

Status: Filled

Proctor Type Needed: Non-Active

Proctor: Mandy

Please take special note of the Exam Location as this is where your exam will be administered and it may not be the same location as the classroom where the course is taught.

NOTETAKING

Submit Schedule:

If you are eligible to receive notetaking services, you must submit a request for each course for which you would like to receive notes. When you click on the **Submit Schedule** tab, you should see a list of all your currently enrolled courses. You must make sure the box adjacent to each course for which you would like to receive notes is checked prior to clicking on the Submit/Update Schedule button.

Home Application Documents Services Logout

Your Services Instructor Letters Proctor Requests Completed Requests **Submit Schedule** Notetaking Requests

SUBMIT SCHEDULE

MY COURSE SCHEDULE

Below is your course schedule. Place a check next to each course that you wish to request notes for. When you are done, click the **Submit/Update Schedule** button at the bottom of the page.

Course: EEMB 2 Meeting Time: MTWR 2:00-3:20 Instructor(s): EvEn <input checked="" type="checkbox"/> I would like to request notes for this course
Course: MCDB 1A Meeting Time: MTWR 12:30-1:55 Instructor(s): Low Bush <input checked="" type="checkbox"/> I would like to request notes for this course
Course: MCDB 1B Meeting Time: MTW 12:30-1:55 Instructor(s): Low Bush <input checked="" type="checkbox"/> I would like to request notes for this course

Submit/Update Schedule

If at any point you drop a course, you **MUST** inform us as soon as possible by returning to this page and removing the dropped course from your notetaker request list.

Notetaking Requests:

Once you have submitted a request for notetakers, you can track the status of your requests under the **Notetaking Requests** tab. If there has not yet been a notetaker found for your class, the status will indicate that the class is Unfilled. Once a notetaker has been hired, the status will be changed to Filled. And at the end of the quarter, once the notetaker has been paid, the status will read Paid.

Home	Application	Documents	Services	Logout	
Your Services	Instructor Letters	Proctor Requests	Completed Requests	Submit Schedule	Notetaking Requests
NOTETAKING REQUESTS					
Course ↓	Session	Letter(s) Sent	Status	Notetaker	
EEMB 2	B	No Letter Sent (N/A)	Paid	Kellyn Dott	View Request
MCDB 1A	A	First Letter Sent (6/23/2009)	Paid	Allison Schulkins	View Request
MCDB 1B	B	No Letter Sent (N/A)	Paid	Kellyn Dott	View Request

If you would like to view the specifics of your notetaking request or download notes that have been submitted by your notetaker, click on the View Request link adjacent to a notetaker request and view the assignment. Notes may be downloaded by clicking on the hyperlinked date on the right hand column of each set of notes:

Home	Application	Documents	Services	Logout	
Your Services	Instructor Letters	Proctor Requests	Completed Requests	Submit Schedule	Notetaking Requests
NOTETAKING REQUESTS					
COURSE INFO					
Course: PSY 7					
Instructor(s): Doron					
Meeting Time(s): MTW 11:00-12:25					
ASSIGNMENT INFO					
Assignment Status: Paid					
Assigned Notetaker: Name: Jennifer View Evaluation					
Phone: [REDACTED]					
Email: [REDACTED] @umail.ucsb.edu					
Worked: 6/25/2009 - Present					
Date Filled: 6/25/2009					
Typed Notes: This request does not require typed notes					
AVAILABLE COURSE NOTES					
Course	Type				
PSY 7 / Doron / MTW 11:00-12:25	.doc	6/23/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	6/30/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/1/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/13/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/14/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/15/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/20/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/21/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/27/2009			
PSY 7 / Doron / MTW 11:00-12:25	.doc	7/28/2009			
Back					

If you have any further questions on how to use the DSP System, please contact Mark Grosch at 893-3590 or mark.grosch@sa.ucsb.edu.