
**SACRAMENTO CITY COLLEGE
DISABILITY RESOURCE CENTER
STUDENT SERVICES BUILDING
558-2087 Voice / 558-2693 TTY / 650-2781 FAX**

INTAKE CHECKLIST

The Disability Resource Center (DRC) serves students with documented physical, learning, communication and psychological disabilities, acquired brain injuries, health impairments and developmentally delayed learners. If you are interested in attending Sacramento City College and receiving DRC services, complete the following steps, checking off each in order:

- ❑ **1. Application for DRC Services** – complete the front side of the application. Read your rights and responsibilities on the back, then sign and date the bottom. A copy of your rights and responsibilities is on the back of this checklist.
NOTE: If you think you have a learning disability and want to be assessed, check that on the application, complete the student section of the pink form, and sign the release on the back.
- ❑ **2. Disability Verification/Release of Information Form** – this pink verification form must be completed by your doctor or other appropriate professional. Complete only the “student section” on the front, then sign and date the release on the back before you give the form to your medical professional. If you have a report stating your diagnosis and limitations, please submit a copy that we can review to determine if the pink form is needed.
- ❑ **3. Application for Admission** – if not already enrolled, complete a Los Rios Community College District application. Do this online at <http://www.scc.losrios.edu> Computers are available in the DRC lobby, Rodda North, B 153, or the DRC computer lab in A 2.
- ❑ **4. Assessment Tests** – take the English and Math assessment tests. A monthly schedule is available at the Assessment Office, Student Services 121. For more information refer to the brochure in this folder. If you need disability-based accommodations for the assessment tests, or you are not certain if you need assessment scores, please ask.

Keep your DRC forms, other important records and assessment test results in this folder. Write your name and student ID number on the label. After you complete all FOUR items above, bring this folder to the DRC. Schedule an appointment with a DRC counselor to complete a *Student Educational Contract* that outlines your eligibility for services and accommodations. Bring copies of any former college transcripts to your appointment.

SERVICES WILL NOT BE PROVIDED UNTIL ALL STEPS ARE COMPLETED

Other things to do:

- ❑ **Apply for a Fee Waiver** at the Financial Aid Office in Rodda North 167. Fee Waiver applications are available at the DRC and Financial Aid Office. Other financial aid is available - to find out if you are eligible complete a FAFSA. Contact Financial Aid at 558-2501 for more information.
- ❑ **Apply for Extended Opportunities Programs & Services** (EOP&S) in Rodda North 164. EOP&S provides support for educationally and economically disadvantaged students.
- ❑ **Online orientation** is available at <http://www.scc.losrios.edu> by selecting Orientation-online from the Quick Links menu.

STUDENT RIGHTS AND RESPONSIBILITIES

RIGHTS

1. My participation in the Disability Resource Center shall be entirely voluntary.
2. Receiving support services or instruction through the Disability Resource Center shall not preclude me from also participating in any other course, program, or activity offered by the college or from receiving basic accommodations required by state and federal law.
3. All records maintained by the Disability Resource Center personnel pertaining to my disability(ies) shall be protected from disclosure and shall be subject to all other requirements for handling of student records.

NOTE: Authorities cited: Title 5 C.C.R., Section 56000 et seq., Education Code Sections 66701, 67310-67312, 70901, 84850.

YOUR COPY

RESPONSIBILITIES

1. I will provide the Disability Resource Center with the necessary information, documentation and/or forms (medical, education, etc.) to verify my disability.
2. I will meet with a Disability Resource Center professional to complete a Student Educational Contract, and then meet with the professional at least annually (once per semester preferred) to update the Student Educational Contract.
3. I will utilize Disability Resource Center services in a responsible manner. I understand that the Disability Resource Center uses written service provision policies and procedures, which must be adhered to, for continuation of services.
4. I will comply with the Student Code of Conduct adopted by the college (see *Student Guide*).
5. I must demonstrate measurable progress toward the goals established in my Student Educational Contract (SEC).

I understand and agree to the above ***Student Rights and Responsibilities*** and I will abide by them. I give permission for the Disability Resource Center staff to discuss my educational situation with other professionals who have a legitimate educational need to know. I have been given a copy of this document. If I do not comply with these rights and responsibilities, I will be notified in writing of my impending suspension of services. I will have the opportunity to appeal the decision.