DRC New Student Orientation
Let us help make your dreams a reality!
Agenda

• Introductions & Ice Breaker
• DRC Services & Accommodations
• ClockWork
• MyPortal
• Success Skills
• Resources
Introductions & Ice Breaker

Focus Game Ice Breaker:

❖ 1, 2, 3
❖ 1, clap, 3
❖ 1, clap, Y
Assistive Technology

Mayra Palmerin-Aguilera
Accommodations Instructional Technology Coordinator
A.K.A Assistive Technology Evangelist

Computer Access Center
- Printing
- Computers with accessible software
- Scanning
- Quite Study Space

Assistive Technology
- Livescribe Smartpen
- Sonocent
- Read & Write
- Dragon Naturally Speaking
- Jaws Screen Reader
- ZOOMText

Deaf & Hard of Hearing Services
- In-Class Remote Captioning
- ASL Interpretation

MayraDRC@fhda.edu
650-949-7039

** CAC Student Worker also available**
Alternative Media & Accommodations

Bidya Subedi – Accommodations Coordinator

➢ Alternative Media
  • E-Text
  • Audio Books
  • Braille

➢ Alternate Media Request – DRC website: https://foothill.edu/drc/services/alt-media.html
  • Learningally.org
  • Bookshare.org
  • Accesstext.org
  • Sensus Access

➢ Note Taker Service and Contract

➢ Schoettler Book Voucher – Mobility and Physical Disability

subedibidya@fhda.edu
650-949-7673
DRC Counselors

LeeAnn Emanuel, Janet Weber, Mimi Overton, Bianca Melendez

• Academic Counseling
  ✓ Academic Policies & Procedures
  ✓ Education Plan
• Disability Counseling
  ✓ Accommodations
• Veteran Counseling (Mimi)
• Faculty Collaboration
• Advocate

Contact Info: DRC Front Desk
Learning Disability Specialist

➢ LD Screening and Testing
  • Cognitive Tests (WAIS IV)
  • Achievement Tests (CWJ IV)

➢ LD Counseling
  • Accommodations
  • Strategies
  • Advocacy
  • Empowerment
  • Referrals

➢ Faculty Collaboration
  • Consultations
  • Workshops

Contact: Russell Wong
wongrussell@fhda.edu
650-949-7040
Learning Disability Services

Learning Disability (LD) Screening and Evaluation Process:
Students must complete the following:

- Application for Services;
- LD Intake Screening Booklet;
- Then scheduling an LD screening appointment
- Access to Application and Booklets are available online at: MyPortal/Clockworks or in person at the Disability Resource Center (DRC), Building 5400.
- Scheduling a screening appointment is available contact Russell Wong, Learning Disability Specialist directly at 650-949-7017.

Testing Process:
- Eligible students will be scheduled for two testing appointments.
- Test results will be reviewed with students individually.
- Students who qualify will receive Disability Resource Center services and accommodations.

Pre-Qualified Documentation Process (psychoeducational report, 504 plan, IEP):
- Complete Application for Services
- Attach Learning Disability documentation from High School or qualified professional to application
- Scheduling a Learning Disability Intake appointment by contacting Russell Wong Learning Disability Specialist directly at 650-949-7040
 Mobility Specialist

Neil Chang
➢ Can assist:
✓ Getting to and from class
✓ Transportation between campus resources
✓ Classroom furniture request
✓ Classroom seating arrangement
✓ Temporary Parking Permit
✓ Wheelchair inquiry

Changneil@fhda.edu
650-949-7301
Academic Coaches
Ali Karayel, Angela Moore, and Mason Perez

Coaches can provide:

- 1-1 hour or 30 min weekly appointments
- Time Management
- Study Skills
- Organization
- Self-Advocacy
- Goal Setting
- Test Prep
- School, Life, and Work Balance
- Navigating the College System

Contact Info: DRC Front Desk
Clockwork: Scheduling Appointments

➢ Select “Book an Appointment”
• Select “Schedule an Appointment”
• Appointment type filter
Clockwork: Requesting Accommodations

Requesting Accommodation

➢ Click “Accommodations”
   ❑ Select “Request Box”
     • Allow you then select all classes & accommodations you want to send
       o Please select “My Accommodations are correct” if they are incorrect please see your Counselor
       o Then Select Submit

Note: You would be able to click “Get Letter” to see the PDF email that was sent to your Professor
Clockwork: Testing Center

To book your Accommodated Exams:

➢ Have Accommodations
➢ Sent Accommodation Letter to Prof
➢ **Register Exam 3 days before, Finals 7 days**

Need assistance booking your exam?

➢ In ClockWork Select Book Exam
  • Ensure you select the right date, if there are multiple exams for one course it is very important to click **“Select an alternate date and time”** so that the exam can save
  • You do not need to put in your extra time, it will calculate for you
  • Please keep in mind the **hours of operation** for the Testing Center
  • You may need to book the exam early to abide by the hours or to ensure you **do not miss lecture**
  • Communicate with your Professor

➢ See Academic Coach
➢ Contact Testing Center: fhtesting@fhda.edu
  • 650.949.7743
ClockWork: My Schedule

✓ To Check the time and date of any of your DRC appointments or exams:
  • Select “My Schedule”

✓ Any Questions?
  • Stop by the DRC
MyPortal
MyPortal: DegreeWorks

➢ Student Tab then Select “DegreeWorks”
➢ Then Click the “Plans box”
   • Double click most recent date
   • Do not worry about the label Locked
   • If you do not have an Ed Plan, see a Counselor

DegreeWorks (Education Plan and Degree Audit)

Launch DegreeWorks

For Students, DegreeWorks:
Provides real-time information
Speeds time to graduation
Streamlines the graduation process
Allows direct access to multiple related services and information through links to catalog information, class schedules and FAQ’s
MyPortal: Registering for Classes

❖ Registering for classes
   ➢ Registration Tab
      ▪ Searchable Schedule of Classes
      ▪ Select correct term
      ▪ Select Subject
   ➢ CRN is the 5 digit code that identifies the class
      ▪ You can add courses in the Registration Tab
         • Add or Drop courses
         • Input the CRN in the box and click submit changes
Open Class Finder

Open Classes Finder
Quickly locate open and newly added classes.

Term & College:
- 2018 Winter Foothill
- 2018 Winter De Anza
- 2018 Spring Foothill
- 2018 Spring De Anza

Browse Course Listings

<table>
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<tr>
<th>Course</th>
<th>CRN</th>
<th>Title</th>
<th>Status</th>
<th>Days</th>
<th>Time</th>
<th>Start</th>
<th>End</th>
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<th>Campus</th>
<th>Units</th>
<th>Instructor</th>
<th>Seats Available</th>
<th>Waitlist Slots Available</th>
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<td>W</td>
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<td>01/01/2018</td>
<td>01/15/2018</td>
<td>3020</td>
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<td></td>
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</tbody>
</table>
Steps for Priority Registration

1. Turn in your DRC New Student Orientation Checklist
2. See an Academic Coach or Accommodation Coordinator
   I. Complete Priority Registration Form
3. Check in MyPortal in the Registration Tab
   I. Click “Get Date to Register”
4. Check when Priority Registration is for the quarter
   I. https://foothill.edu/calendar/
Success Skills

Setting yourself up for success:
- See DRC New Student Orientation Checklist
- Syllabi are the roadmap to understand and succeeding in your course
- Office Hours are the first line of defense
- See your Academic Coach and Counselor
- Utilize DRC & Campus services
- Advocate for yourself
- Incorporate self-care
BE PROACTIVE
Foothill Student Success & Support Resources

Campus Resources
- Psychological Services
- Transfer Center
- Health Services
- Learning Communities

Student Engagement
- ORGSYNC—Clubs and Student Activities
- CAP
- Student Clubs
- Student Government

Financial
- Financial Aid
- Online BOG Waiver
- Schoettler Book Voucher
- EOPS

Tutoring
- TLC
- STEM
- Foundations Lab
- Pass the Torch
Follow Up

• Testing will be here to help book exams
• You can schedule Academic Coaching
• You can schedule appointment for Assistive Technology
Q + A
Clockwork: Testing Center

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Tools for Transition and Work

Benjamin Schwartzman – Faculty & Coordinator

– Experience college life
– Strengthen communication and social skills
– Develop specific job skills
– Receive on-the-job training at the Foothill campus
– Enroll in classes that prepare students to take their next step toward independence

schwartzmanben@fhda.edu
Community-Based Programs

Types of Classes

- art appreciation
- community resources
- crafts
- creative writing
- educational seminar
- health issues
- literature and poetry
- lip reading
- relaxation
- social skills
- verbal expression
- word processing
- world news
- changing generation
- creative self expression
- current events
- drawing and painting
- geriatric exercises
- job skills seminar
- life development
- music & movement
- social change
- transitional skills
- vocational goals
- work adjustment
- world travel