CORK INSTITUTE OF TECHNOLOGY

INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

DISABILITY SUPPORT SERVICE

Your Student Guide
to the CIT Disability Support Service

www.mycit.ie/dss

Welcome

If you are a new student or are already studying in CIT and feel like you may need some extra support due to your learning difference, disability or health condition, you may need to contact us.

As part of the Access Service, the CIT Disability Support Service (DSS) is fully committed to students' equal access to an inclusive education. We can guide and support you to access your courses and achieve your academic goals. We work hard to ensure that the DSS is a place that students can go to in confidence to look for support and help.

This guide will give you information on the DSS - how to register and what kinds of supports are available.

If you have any queries or want to make an appointment at any time during the year, please email **dss@cit.ie** or ring/text us:

Laura O'Rourke
Disability Support
Officer
Tel. **021 433 5107**
Text: **087 177 6755**

Ruth Murphy
Disability Projects
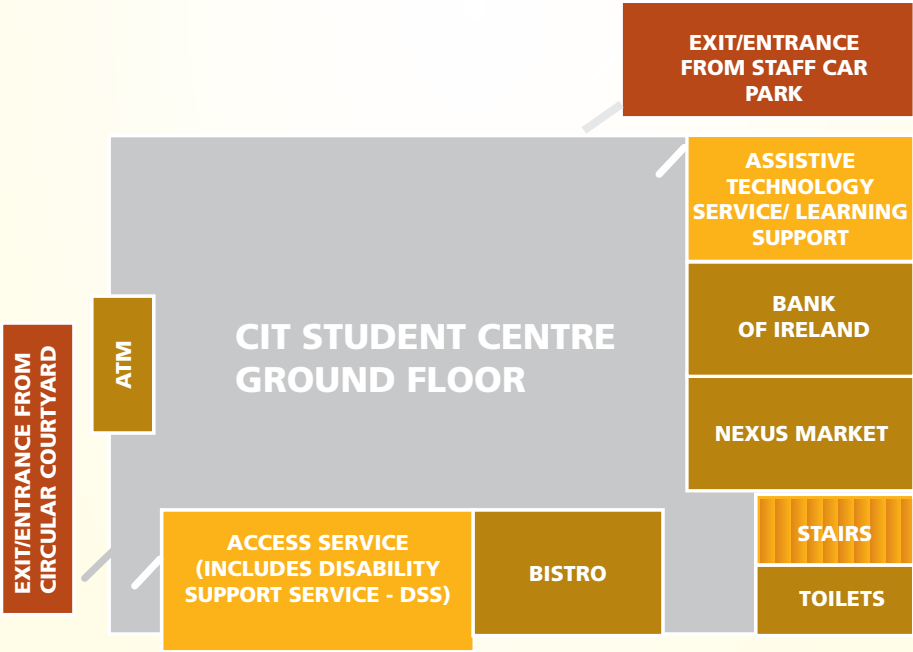Coordinator
Tel. **021 433 5137**
Text: **087 138 9772**

Where is the Disability Support Service (DSS)?

You can find the Disability Support Service (DSS) office in the CIT Access Service which is located in the heart of the Student Centre, Bishopstown campus. The Service also includes the Assistive Technology and Access Learning Support Services which are also based in the Student Centre.

DSS provides support to students across CIT which also includes Cork School of Music, Crawford College of Art & Design, National Maritime College of Ireland, and students studying CIT courses at Clonakilty Agricultural College.

Map of Student Centre, Bishopstown Campus

EXIT/ENTRANCE FROM STAFF CAR PARK

ASSISTIVE TECHNOLOGY SERVICE/ LEARNING SUPPORT

BANK OF IRELAND

NEXUS MARKET

ATM

CIT STUDENT CENTRE GROUND FLOOR

EXIT/ENTRANCE FROM CIRCULAR COURTYARD

ACCESS SERVICE (INCLUDES DISABILITY SUPPORT SERVICE - DSS)

BISTRO

STAIRS

TOILETS

Who can get support from the Disability Support Service?

The Disability Support Service currently supports over 650 full-time and part-time students with learning differences, health conditions, and disabilities registered with the Service such as:

✓ Asperger's Syndrome/ Autism

✓ ADD/ ADHD

✓ Blind/ Vision impaired

✓ Deaf/ Hard of hearing

✓ Development Co-ordination Disorder (dyspraxia)

✓ Mental health conditions, e.g. depression, bipolar

✓ Neurological conditions, e.g. epilepsy, brain injury, speech and language disorders

✓ Significant ongoing illnesses, e.g. diabetes type 1, cystic fibrosis, chronic fatigue

✓ Physical disability, e.g. arthritis, cerebral palsy

✓ Specific learning differences (including Dyslexia and Dyscalculia)

"Overall, my years in CIT have been the best years of my life as finally I have been able to hold my head high and accept that even though I have a learning disability, I can still be whatever I want to be."

Edel Crowley - Accounting (Honours) Graduate

Disclosure

Does CIT need to know that I have a learning difference / health condition / disability?

It is entirely up to you - we strongly advise that you register with the DSS if you will need any supports at CIT. It is a confidential service and you can register with us at any point during your time at CIT.

Declaring through the CAO

We encourage you to declare your learning difference, disability or health condition through your CAO application and submit supporting documents when applying for a full-time CIT course/ DARE (Disability Access Route to Education) place (see www. accesscollege.ie). These details are confidential and do not affect your CAO application.

Even if you accept a CAO place in CIT, you still need to register with the DSS to get supports.

If you accept a DARE reduced points place, you have to register with the DSS and use the available supports as a condition of your offer.

Not declared through the CAO

If you did not declare through the CAO or your place did not come through the CAO, you will also have to register with the DSS if you need supports.

Early Needs Assessment

We encourage students who may need an academic personal assistant, sign language interpreters, access to campus/buildings, or mobility training to email dss@cit.ie for an early needs assessment meeting in July/August.

Registering with the DSS

If you would like to register for supports for lectures, exams, etc. from the DSS, you need to take three steps:

1 **STEP 1** **Fill out the Online Registration Form**

You should enter your details in the online Disability Support Service registration form, that will be emailed to new students' myCIT email in September. You can also email dss@cit.ie to request the link to the online form.

This form is secure and confidential.

2 **STEP 2** **Provide supporting documents**

We need to see evidence of your learning difference, disability, or health condition (see page 7 for details). You can scan your supporting documents and attach them to the online form or hand them into the Access Service office (if you have not sent these already through the CAO).

3 **STEP 3** **Go to your Needs Assessment/ Exam Supports Only meeting**

In the online registration form you can choose to have a full Needs Assessment meeting or Exam Supports Only meeting (see page 8). You will be sent an email about how to book or given a meeting time/date.

You must fully register (includes going to a meeting) before certain dates in order to get exam supports for end-of-semester exams (see page 10).

Documents for Registration

As part of registering with the DSS you must give us evidence of your learning difference, disability or health condition. We need these documents to verify appropriate supports and to apply for funding if you are eligible (see page 15). We need to have a copy of your documents before we can offer you a meeting. If you have any questions please email dss@cit.ie.

What documents do I need to submit?*

Specific learning difference (e.g. dyslexia or dyscalculia)	Full educational psychologist report (ideally recent)
Dyspraxia (DCD)	Full educational psychologist report and occupational therapist report
Health conditions or disabilities	Report or letter from the appropriate consultant or specialist detailing the diagnosis, type, and extent of the health condition / disability

*We do not accept GP letters as suitable medical evidence.

If you put in your documents through the CAO, you don't need to give them again to us, unless you have new/updated documents, or if we request them.

Needs Assessment/ Exams Support Only Meetings

In your online registration form you can choose to have a full Needs Assessment or Exam Supports Only meeting with a DSS staff member about the supports you may need. Going to the meeting completes your registration and you need to do this before certain dates in order to get exam supports for end-of-semester exams (see page 10).

What is a Needs Assessment meeting?

This is a meeting where you and the DSS make a plan of supports for the year such as access to buildings, sign language interpreters, note taking support, personal assistants, exam supports, equipment, and informing lecturers.

What is an Exam Supports Only meeting?

If you think you will only need exam supports while at CIT and/or also want us to inform your lecturers, we will ask you to come to a meeting (possibly in a small group) to confirm your supports.

Once you have completed your online registration form you will be contacted through your myCIT email account about how to book a meeting or given a time/date.
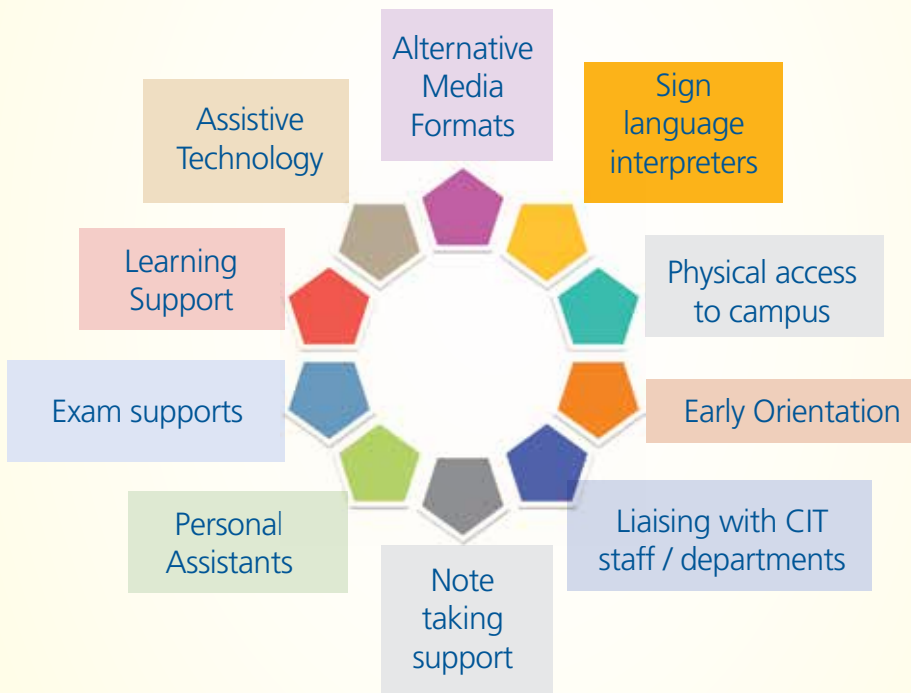
September and October is a very busy time for us with a high number of students looking to register and you may need to wait for your meeting. Email is the best way to contact us during this time with your query – dss@cit.ie

Supports / Reasonable Accommodations

Our ethos is to support you to become a more independent learner by giving you the skills and knowledge that will help you while you are studying and once you leave college. The DSS has a range of supports:

We will confirm your supports/ reasonable accommodations.

You may also request to review what supports you are getting throughout your years in college and change them.

Examination Supports

CIT provides exam supports such as a scribe/ use of a laptop, use of reading software, a shared centre, and extra time for your official end-of-semester exams.

Your exam supports are confirmed in your Needs Assessment/ Exam Supports Only meeting. We will also tell the Examinations Office and your department/ lecturers with your permission.

If you want exam supports, you **must** register fully (includes going to a meeting) with the DSS by these dates:

Semester 1 exams	Friday 28th **October** 2016
Semester 2 exams	Friday 10th **March** 2017
August exams	Friday 7th **July** 2017

Students who register fully after these dates will be accommodated in the next exam session.

In-class assessments: Most students sit their timed written tests/ assessments in their class without supports or just extra time in consultation with their lecturer. In some cases supports may be provided by the Examinations Office, if requested with enough notice.

For queries contact:

Agnes Looney,
Disability Administrator,
Examinations Office,
Melbourn Building,
CIT, Bishopstown, Cork.
Tel: 021 433 5049
Email: examsmgt@cit.ie

Assistive Technology

Assistive Technology (AT) is software or equipment that can help you with your studies/learning. The AT Service is based in the Student Centre, Bishopstown and is only available to DSS students. It has 14 computers with a wide range of software:

▶ Read Write Gold*

▶ Inspiration Mind Mapping*

▶ Touch Type Read Spell (TTRS)

▶ Dragon Naturally Speaking

*This software is also installed on computers across Bishopstown, Crawford College of Art and Design, Cork School of Music, NMCI, and Clonakilty campuses.

The AT Service also has equipment – a scanner, Live scribe pens, digital recorders, digital magnifier technologies as well as a sound proof room for voice-to-text software use.

You can also go to the training and workshops provided by the Assistive Technology Officer throughout the year.

Our AT Service YouTube channel also has online guides:
https://www.youtube.com/user/AccessATS and resources on Twitter: https://twitter.com/ats_cit

Mark Burleigh,
Assistive Technology Officer,
Assistive Technology Service,
(ground floor beside the Bank of Ireland)
Student Centre, Bishopstown campus.
Tel: 021 433 5125
Email: mark.burleigh@cit.ie

Learning Support

The Access Learning Support Service supports DSS students with their assignments, reports and research for their studies. This is done in small groups, workshops and one to one appointments where appropriate. Learning Support will help you to develop these skills:

▶ Planning and structuring assignments

▶ Academic writing skills

▶ Quoting, referencing and plagiarism

▶ Organising study and course work

▶ Taking good notes

▶ Managing deadlines and priorities

▶ Exam techniques

▶ Presentation skills

Fiona Downey Learning Support Co-ordinator (full time) supports **CIT and NMCI students**

Based in the Assistive Technology Service, Student Centre, Bishopstown campus.
Tel: 021 432 6744
Email: accesslearningsupport@cit.ie

Jessica Amberson Learning Support tutor (part-time) supports
Crawford College of Art and Design, Sullivan's Quay, and Cork School of Music students – Mondays and Tuesdays
Email: jessica.amberson@cit.ie

CIT

Online resources are also available on www.mycit.ie/dss

Other CIT supports available

There are a range of supports available in CIT to students. Here are some supports that our students have found useful:

Academic Learning Centre:
Free drop-in classes in subjects, e.g. maths, business, science, engineering, computing and academic skills.   ◄ http://alc.cit.ie

PALS – **Peer Assisted Learning Support:**   ◄ www.mycit.ie/PALS

Counselling Service
(2nd floor Student Centre)   ◄ http://www.mycit.ie/counselling

Medical Centre:
Access to doctors and nurses in the Student Centre.

◄ www.mycit.ie/medical

Careers Service
(2nd floor Student Centre)   ◄ http://www.mycit.ie/careers

"I tried different support services and I finally knew what services would meet my needs for my studies.

The highlight of my first year was passing my exams in the summer…. CIT is very aware of the needs of students with disabilities."

Lisa Duncan - Business (Honours) Graduate

Confidentiality

The DSS is a confidential service and generally we do not share any information (such as your personal information, whether you are registered with us, any aspect of your academic progress or supports, etc.) with anyone outside the DSS without your consent - this includes academic staff, parents, etc. OR unless some information you disclose to the DSS may be considered to put us on notice of a serious health and safety risk to you and/or other students/staff, as the college has a legal duty of care to ensure that you and/or other students/staff are safe - we would ideally speak to you first before we may need to share this.

Fund for Students with Disabilities

We can apply for funding for you from the ESF Fund for Students with Disabilities run by the National Access Office/HEA. It provides funding to **full-time eligible students** for specific academic supports, personal assistance/sign language interpreters, and transport costs (outside of typical costs of going to college). For more information see www.studentfinance.ie.

The Fund for Students with Disabilities is funded by the Irish Government and co-funded from the ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020.

HEA | HIGHER EDUCATION AUTHORITY AN tSÚDARÁS um ARD-OIDEACHAIS

Ireland's European Structural and Investment Funds Programmes 2014-2020 Co-funded by the Irish Government and the European Union

EUROPEAN UNION Investing in your future European Social Fund

myCIT

MyCIT email

It is very important that you check your myCIT email regularly as this is the main way the college and the DSS will contact you.

Generally all official CIT communication goes through your myCIT email assigned to you when you register for your CIT course.

For help with your myCIT email, go to:

www.mycit.ie/itsupport

EUROPEAN UNION
Investing in your future
European Social Fund

CIT Disability Support Service (DSS)

Address:

Access Service,
Ground Floor, Student Centre,
Cork Institute of Technology,
Bishopstown, Cork

Tel: 021 433 5107 / 5137
Tel: 021 433 5138 Access Service

Text: 087 177 6755 / 087 138 9772

dss@cit.ie

www.mycit.ie/dss

https://www.facebook.com/citdisabilities

https://twitter.com/CITDisabilities

Mailing list:

www.cit.ie/dssmailinglist

If you would like this guide in an alternative format please email dss@cit.ie or telephone 021 433 5138

August 2016