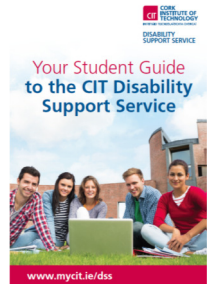


CIT Disability Support Service Registration Information 2016/17

If you need any supports for your lectures or exams when you are in CIT because of your learning difference, health condition or disability you will need to register with the CIT Disability Support Service (DSS). For more information about the DSS and available supports, please see our Student Guide and website: www.mycit.ie/dss



STEP 1 Fill out online Registration form:

- Please fill out the online registration form sent to new students' **myCIT email** in the first week of Semester 1 (mid September). Make sure to click 'Submit'.
- You can also request the registration email if you don't get the link or the registration form in an alternative format by emailing dss@cit.ie

STEP 2 Provide supporting documents:

- **Scan in** documents and attach to the online registration form or **give/post** a photocopy of your documents with evidence/diagnosis of your learning difference, health condition or disability to the DSS which is based in the Access Service (ground floor Student Centre, CIT, Bishopstown).
- Please give us as much information as possible including full diagnosis - see table below. **Please note that GP letters are not accepted as evidence unless they are confirming your diagnosis from an appropriate consultant, but not for dyslexia/DCD.**
- The DSS can get copies of your documents if you sent them to the CAO/DARE in 2016. We do not need another copy unless you have new or updated information.

| | |
|---|---|
| ASD/ Asperger's syndrome | Full diagnosis documentation by consultant psychiatrist/psychologist /neurologist/ pediatrician |
| ADHD / ADD | Consultant psychiatrist / psychologist /neurologist/ pediatrician report |
| Blind / Vision impaired | Ophthalmologist / ophthalmic surgeon |
| Deaf / hard of hearing | Audiogram from qualified audiologist / ENT consultant |
| Dyspraxia / DCD | Educational psychologist's report <u>and</u> occupational therapist/neurologist/chartered physiotherapist report |
| Mental health issues | Consultant Psychiatrist on specialist registrar |
| Physical, medical conditions & ongoing illnesses | Report from a relevant consultant appropriate to the condition such as orthopaedic, neurologist, endocrinologist, speech and language therapist, etc. |
| Specific learning difference | Full educational psychologist report. |

More details about the appropriate evidence accepted are available here: www.mycit.ie/access_disability/disability-support-service/documents-needed



STEP 3 Go to DSS meeting:

- In order to fully register with the DSS you must go to a meeting with one of the DSS staff. This may be one-to-one, or in a small group if you are a student with a specific learning difference (with a one-to-one part).
- Once the DSS has your documents we will email **your myCIT email** to arrange a meeting with you to confirm your supports and apply for any funding needed from the HEA/ESF Fund for Students with Disabilities.
- Please note that you may need to wait a few weeks to hear about your meeting if you register in September or October. If you are not contacted by the DSS about your meeting before exam support deadlines, please email dss@cit.ie

Confidentiality

Registering with the DSS and any information you give us or the CAO is confidential. We cannot share the details with anyone such as your parents, lecturers or department without your permission/consent, 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.



Medical attention on campus

If you have a health condition or disability which means you may need medical attention while on campus we recommend that you register with the

CIT Medical Centre: www.cit.ie/studentlife/studentsupportservices/health/
and the **CIT Emergency Response Team:** www.cit.ie/healthandsafety/safetyteam/



Exam Supports deadlines

In order to confirm the exam supports you are entitled to, you **must** register fully with the DSS (includes going to a meeting) by these dates:

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



Once you are registered with the DSS **you will also need to email the Examinations Office to confirm what supports you will use for each set of exams.** More information is available on: www.mycit.ie/examinations/support

Contacting the CIT Disability Support Service

The CIT Disability Support Service (DSS) is based in the Access Service, ground floor of the Student Centre (beside the Bistro), CIT, Bishopstown.

Tel. 021 433 5107 / 5137

Text: 087 138 9772



Email is usually the quickest way to get an answer to your query –
dss@cit.ie

It is very busy in September/October and we may not be able to take/return your call.