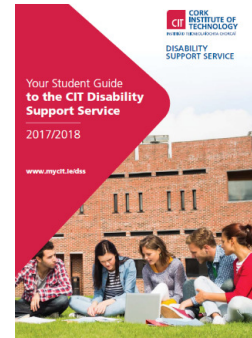


# CIT Disability Support Service Registration Information 2017/18

**If you need any supports for your lectures or exams when you are at CIT because of your learning difference, health condition or disability you will need to register with the CIT Disability Support Service (DSS).**

Information about the DSS supports is in our Student Guide and website: [www.mycit.ie/dss](http://www.mycit.ie/dss)

If you need an academic personal assistant, sign language interpreters, physical access to campus/buildings, or mobility training, please email [dss@cit.ie](mailto:dss@cit.ie) as soon as possible.



## How to register with the DSS

### STEP 1 Fill out online Registration form:

- Please fill out the online registration form available at [www.mycit.ie/dss](http://www.mycit.ie/dss) at the end of August. The link will also be sent to new students' myCIT email in the first week of Semester 1 (mid September). Make sure to click 'Submit'.
- You can request the registration form in an alternative format by emailing [dss@cit.ie](mailto:dss@cit.ie)

### STEP 2 Provide documents:

- Email your documents to the DSS at [dss@cit.ie](mailto:dss@cit.ie) or give/post a photocopy of your documents with evidence/diagnosis of your learning difference, health condition or disability to the DSS, based in the Access Service (ground floor Student Centre, CIT, Bishopstown - open 8.30am - 4.30pm).
- **Please give us as much information as possible including full diagnosis.** Please see our webpage for more information about documents needed: [www.mycit.ie/access\\_disability/disability-support-service/documents-needed](http://www.mycit.ie/access_disability/disability-support-service/documents-needed)
- The DSS can get copies of your documents if you sent them to the CAO/DARE in 2017. We do not need another copy unless you have new or updated information.

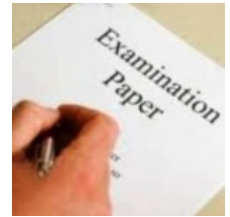
### STEP 3 Go to DSS needs assessment meeting:

- To fully register with the DSS you must go to a needs assessment meeting with one of the DSS staff which confirm your supports. This may be one-to-one or in a small group. The DSS will only meet you once we have your documents.
- We will email your myCIT email to arrange a meeting with you. Please note that you may need to wait a few weeks to hear about your meeting in September or October.

## 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:

<b>Semester 1 exams:</b>	<b>Friday 27<sup>th</sup> October 2017</b>
<b>Semester 2 exams:</b>	<b>Friday 16<sup>th</sup> March 2018</b>
<b>Repeat/August exams:</b>	<b>Friday 6<sup>th</sup> July 2018</b>



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/dss](http://www.mycit.ie/dss)

## 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/](http://www.cit.ie/studentlife/studentsupportservices/health/)

and the **CIT Emergency Response Team:** [www.cit.ie/healthandsafety/safetyteam/](http://www.cit.ie/healthandsafety/safetyteam/)



## Contacting the CIT Disability Support Service

### CIT Disability Support Service (DSS)

#### Access Service

ground floor Student Centre

CIT, Bishopstown

Open 8.30am- 4.30pm



**Email is the quickest way to get an answer to your query –**  
[dss@cit.ie](mailto:dss@cit.ie)

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

Tel. 021 433 5107 / 5137

Text: 087 177 6755/ 087 138 9772

