

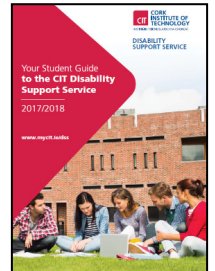
CIT Disability Support Service

Parents/Guardians Information 2017/2018

We would like to welcome you and your son/daughter to CIT. The CIT Disability Support Service (DSS) supports over 750 students with learning differences, health conditions and disabilities in all CIT campuses. College is an exciting time where students are learning to become more independent, and we aim to support them in this if needed.

DSS Supports

There are a wide range of supports at CIT for students registered with the DSS. These are confirmed with the student in their DSS needs assessment meeting. Please see the DSS Student Guide for more details on Exam Supports, Learning Support and Assistive Technology with dedicated CIT staff in these areas, plus other supports available to all CIT students: www.cit.ie/dss



Registering with the CIT Disability Support Service (DSS)

- New students have to choose to register with the DSS even if they have declared themselves through the CAO/DARE. They should register with the DSS as early as possible in the academic year.
- Each student will get a yellow page in their course registration packs telling them how to register with the DSS. The registration form will be online at the end of August at www.cit.ie/dss New students will get an email to their myCIT email about it in the first week of the first semester. Students need to fill out this online form, submit documents to the DSS and go to a needs assessment meeting in order to fully register for DSS supports.
- It is very important that the student goes to their DSS meeting as this completes their registration. They will get an email with a time and date and they can use this to excuse themselves from class. If they cannot make it they should cancel or reschedule with the DSS as there may be a waiting list for appointments.



Exam deadlines:

It is important new students register straight away as there are deadlines for exam supports. Bishopstown campus students must also email the Exams Office directly to request their exam supports for each exam session once they are registered with the DSS:

Exam Session	DSS registration for exam supports deadline	Informing Bishopstown campus Exams Office deadline
Semester 1 (Christmas):	Friday 27th October 2017	Friday 3 rd November 2017
Semester 2 (summer):	Friday 16 th March 2018	Friday 23 rd March 2018
Repeat/August exams:	Friday 6 th July 2018	Friday 13 th July 2018

Key CIT Dates 2017/2018*

Course Registration	Between 31 August - 8 September 2017
Semester 1 starts	11 September 2017
Semester 1 exams	9 - 21 December 2017 <u>and</u> 3- 5 January 2018
Break	8 - 26 January 2018 (Some students may go on placement in this time)
Semester 2 starts	29 January 2018
Easter break	26 March - 6 April 2018
Semester 2 exams	12 - 25 May 2018
Autumn/ Repeat exams	13 - 24 August 2018

*Please note that these are general dates - always check with the department.

Student Confidentiality and your queries

- Students can choose to register with the DSS at any time while they are in college. As the DSS is a confidential service - we cannot give any information about a DSS registered or non-registered students to any third party such as their parents, lecturers, etc., without the student's consent as they are over 18. A student must give advance consent to discuss any aspect of their DSS registration, academic progress, etc., with a third party on each occasion that a discussion takes place.
- We regularly take calls from parents/guardians about supports or difficulties that their son or daughter may be having, but we cannot disclose the details of student meetings, supports, etc. without their permission or act on the student's behalf. **If a student is having a problem please encourage them to speak to their lecturer, year/course coordinator or head of department, or to speak to us in the DSS.**
- If a student shares some information with the DSS which may be considered to put us on notice of a serious health and safety risk to student and/or other students/staff, the college has a legal duty of care to ensure that student and/or other students/staff are safe and may need to share this information.



Contacting the DSS

We are very happy to take calls from parents who have general enquiries about the DSS but it can be difficult to reach us by telephone in September and October - these months are our busiest time as we have to meet a large number of new students.

If you have a query, the quickest way to contact the DSS is to
email dss@cit.ie

