



**WOODLAND COMMUNITY COLLEGE**  
**Department of Supportive Programs and Services (DSPS)**  
2300 East Gibson Road, Building 700, Room 764, Woodland, CA 95776  
Phone: (530) 661-5797 Fax: (530) 661-5788 Email: [wccdsps@yccd.edu](mailto:wccdsps@yccd.edu)



## Application for Services

*Please complete this form to apply for DSPS services.*

_____	_____	_____	_____
Last Name	First	Middle	
_____	_____	_____	_____
Street Address	City	State	ZIP
_____	_____	_____	_____
Home Phone	Cell	Work	
_____	_____	_____	_____
Email	DOB (MM/DD/YY)	Student ID	

Disability: \_\_\_\_\_

Please explain how your disability impacts your educational participation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you referred to DSPS? \_\_\_\_\_ If so, by whom? \_\_\_\_\_

Are you a client of California Department of Rehabilitation?  Yes  No  
Counselor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you a client of Alta California Regional Center?  Yes  No  
Counselor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you a client of a private rehabilitation agency?  Yes  No  
Counselor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Do you receive assistance from any of the following? (Please check if you do.)

- Financial Aid
- EOP&S
- TRiO
- CalWorks
- Veteran's Services Department

# Student Rights and Responsibilities

Participation in DSPTS is entirely voluntary, and does not prevent a student from also participating in any other course, program, or activity offered by Woodland Community College. All records maintained by DSPTS, relating to a student's disability, shall be protected from disclosure, according to FERPA privacy laws and CA Ed Code.

## **Students Have the Right to**

1. Receive academic accommodations as documented in their DSPTS Academic Accommodation Plan (AAP) after the plan has been shared with an instructor.
2. File a complaint or appeal through the student grievances and appeals process if the student believes he/she has been denied adequate or appropriate accommodations or has been discriminated against on the basis of disability.

## **Students Do NOT Have the Right to**

1. Receive a passing grade simply because they have an Academic Accommodation Plan (AAP) or verified disability.
2. Receive accommodations that fundamentally alter the nature of a program, course, or activity.

## **Students Have the Responsibility to**

1. Provide DSPTS with the necessary information, documentation, and paperwork to verify the student's disability.
2. Meet with a DSPTS professional to participate in an interactive process to determine the student's eligibility for DSPTS and to develop a personalized Academic Accommodation Plan (AAP).
3. Complete and submit the paperwork required by DSPTS relating to the student's approved accommodations.
4. Request accommodations from DSPTS in a timely manner each semester and to provide documentation of disability-related accommodations to instructors.
5. Make progress toward their educational goals, and utilize supportive resources (such as supplemental instruction, tutoring, the RAWC, etc.) when needed.
6. Comply with the Student Code of Conduct for Woodland Community College.
7. Comply with the policies and rules established by DSPTS.

I have read and agree to the above information, and I grant permission for information from this application to be shared, on my behalf, with WCC personnel who are directly involved with the DSPTS program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Student ID