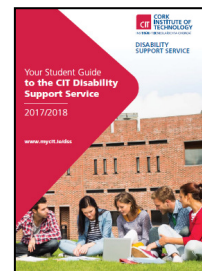# CIT Disability Support Service
Parents/Guardians Information 2018/2019

We would like to welcome you and your son/daughter to CIT. The CIT Disability Support Service (DSS) supports over 800 students with learning differences, health conditions and/or disabilities in all CIT campuses. College is an exciting time where students are learning to become more independent - we aim to support students with 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

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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 us 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, should they decide to do so.

- There are three steps in order to fully register with the DSS. Students need to fill out the online DSS registration form (available at the end of August), submit documents to the DSS and have a needs assessment (meeting). Students are only fully registered once they have completed all steps.

- Students will get an email with a time and date and they can use this to excuse themselves from class. If they cannot make the needs assessment meeting, they should cancel or reschedule with the DSS as soon as possible, as there can be a waiting list for appointments.

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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
Semester 1 (Christmas):	Friday 2nd November 2018
Semester 2 (summer):	Friday 15th March 2019
Repeat/August exams:	Friday 5th July 2019

Key CIT Dates 2018/2019*

Course Registration	**Between 31 August - 11 September 2018**
Semester 1 starts	**Wednesday 12 September 2018**
Semester 1 exams	**15 - 21 December 2018** <u>**and**</u> **3- 8 January 2019**
Break	**9- 25 January 2019 (Some students may go on placement in this time)**
Semester 2 starts	**28 January 2019**
Easter break	**15 - 26 April 2019**
Semester 2 exams	**11 - 24 May 2019**
Autumn/ Repeat exams	**19 - 30 August 2019**

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

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Student Confidentiality and your queries

- Students can chose 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 in writing 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.** Email is the best way to contact us – dss@cit.ie

- 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. Personal data will be removed/protected from any such information that needs to be shared in so far as possible.

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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**

CIT DSS, Access Service, ground floor Student Centre, CIT, Bishopstown, Cork.
Tel 021 433 5107 / 5137