**CORK INSTITUTE OF TECHNOLOGY**

INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

**DISABILITY SUPPORT SERVICE**

Your Student Guide
**to the CIT Disability Support Service**

2017/2018

**www.mycit.ie/dss**

## Section 1
## CIT DISABILITY SUPPORT SERVICE

## Section 2
## REGISTRATION

## Section 3
## SUPPORTS

## Welcome

If you are a new student or are already studying in CIT and feel like you may need some extra support due to your learning difference, disability or health condition, you may need to contact us.

As part of the Access Service, the CIT Disability Support Service (DSS) is fully committed to students' equal access to an inclusive education. We can guide and support you to access your courses, achieve your academic goals, and become an independent learner. We work hard to ensure that the DSS is a place that students can go to in confidence to look for support and help.

This guide will give you information on the DSS - how to register and what kinds of supports are available.

If you have any queries or want to make an appointment at any time during the year, please e-mail **dss@cit.ie** or ring/text us (see back cover for details).

**Laura Coleman**
CIT Disability Support Officer

"Possibly one of the best things about CIT is the fact that every student is seen as a person first and foremost"

**Elena Canty** - Business Administration (Honours) Graduate

# Who works in the Disability Support Service?

### Laura Coleman

Disability Support Officer
Access Service

**Tel.** 021 433 5107
**Text:** 087 177 6755
**E-mail:** dss@cit.ie

### Ruth Murphy

Disability Projects Coordinator
Access Service

**Tel.** 021 433 5137
**Text:** 087 138 9772
**E-mail:** dss@cit.ie

### Mark Burleigh

Assistive Technology Officer
Assistive Technology Service

**Tel.** 021 433 5125
**E-mail:** mark.burleigh@cit.ie

### Fiona Downey

Learning Support Coordinator
Assistive Technology Service
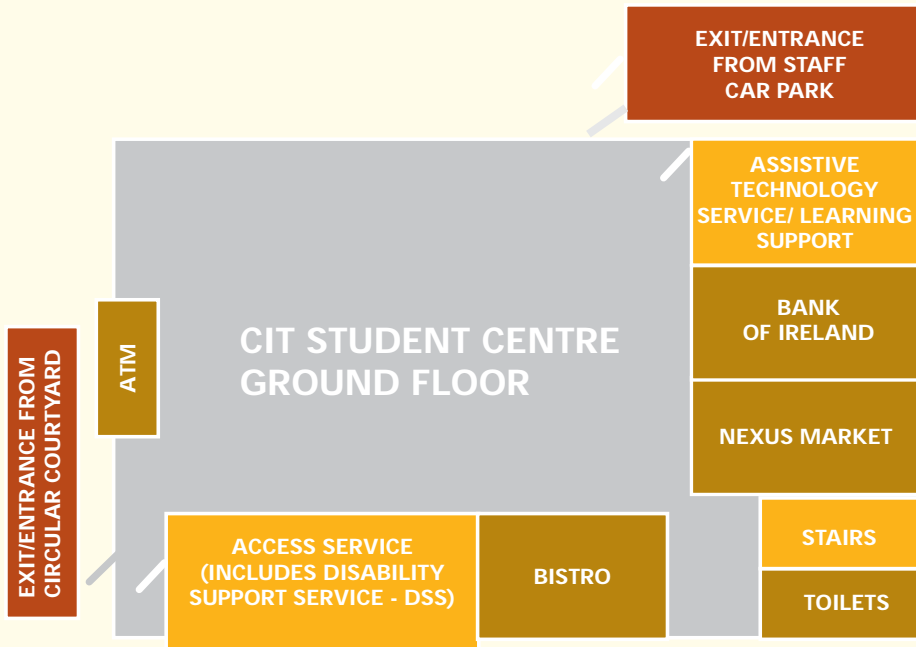
**Tel.** 021 432 6744
**E-mail:** fiona.downey@cit.ie

# Where is the Disability Support Service?

You can find the Disability Support Service (DSS) office in the CIT Access Service which is located in the heart of the Student Centre, Bishopstown Campus. The DSS also includes the Assistive Technology and Access Learning Support Services which are also based in the Student Centre.

DSS provides support to students across CIT which also includes CIT Cork School of Music, CIT Crawford College of Art and Design, National Maritime College of Ireland, and students studying CIT courses at Clonakilty Agricultural College.

## Map of Student Centre, Bishopstown Campus

EXIT/ENTRANCE FROM STAFF CAR PARK

ASSISTIVE TECHNOLOGY SERVICE/ LEARNING SUPPORT

BANK OF IRELAND

NEXUS MARKET

EXIT/ENTRANCE FROM CIRCULAR COURTYARD

ATM

**CIT STUDENT CENTRE GROUND FLOOR**

ACCESS SERVICE (INCLUDES DISABILITY SUPPORT SERVICE - DSS)

BISTRO

STAIRS

TOILETS

## Who can get support from the Disability Support Service?

The DSS currently supports over 750 full-time and part-time students with learning differences, health conditions, and disabilities such as:

- ✔ Autistic Spectrum Disorder (including Asperger's Syndrome)
- ✔ ADD/ADHD
- ✔ Blind/Vision impaired
- ✔ Deaf/Hard of hearing
- ✔ Development Coordination Disorder (dyspraxia/dysgraphia)
- ✔ Mental health conditions, e.g. depression, bipolar, anxiety
- ✔ Neurological conditions, e.g. epilepsy, brain injury
- ✔ Significant ongoing illnesses, e.g. diabetes type 1, cystic fibrosis, chronic fatigue
- ✔ Physical disability, e.g. arthritis, cerebral palsy
- ✔ Specific learning differences (including dyslexia and dyscalculia)
- ✔ Speech and Language Communication Disorder

## Meet some of the DSS students



### Elena Canty -
### Business Administration (Honours) Graduate

" I would strongly recommend any student who struggles in some way to seek support and expert advice from the DSS; they are there to help and are very accommodating."



### Roisín Ormond -
### Biomedical Engineering Graduate

" The combination of all the support services in CIT is vital for students like me. I would advise anyone interested in coming to CIT to get in contact with the Disability Support Service; they will do everything they can to help out during your time in college."



### Peter Glavin -
### Culinary Arts Student

" I was amazed to find various software programs to help me with my studies such as Mind Manager, Read and Write Gold, and Dragon software which I now use all the time."

## Disclosure

### Does CIT need to know that I have a learning difference/ health condition/disability?

We strongly advise that you register with the DSS as early as possible if you will need any supports at CIT. It is a confidential service and you can register with us at any point during your time at CIT.

### Early Needs Assessment

We encourage students who may need an academic personal assistant, sign language interpreters, access to campus/buildings, or mobility training to e-mail dss@cit.ie for an early needs assessment meeting in July/August.

### Declaring through the CAO



We encourage you to declare your learning difference, disability or health condition through your CAO application and submit supporting documents when applying for a full-time CIT course/DARE (Disability Access Route to Education) place (see www.accesscollege.ie). These details are confidential and do not affect your CAO application.

Even if you accept a CAO place in CIT, you still need to register with the DSS to get supports.

If you accept a DARE reduced points place, you have to register with the DSS and use the available supports as a condition of your offer.

### Not declared through the CAO
If you did not declare through the CAO or your place did not come through the CAO, you will also have to register with the DSS if you need supports.

# Confidentiality

The DSS is a confidential service and we do not share any of your information with anyone outside the DSS without your consent - this includes lecturers, college staff, parents/guardians, support workers, etc. If you wish to use supports such as exam supports, access to notes, etc., you will be asked to agree to share this information with the relevant CIT staff/departments. Documents are stored securely in the Institute's DSS/secure document storage in compliance with Data Protection legislation with access only to authorised DSS staff.

We cannot discuss information such as whether you are registered with us or not, or any other aspect of your academic progress or supports without your permission. 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 – we would ideally speak to you first before we may need to share this.

## Note to parents/guardians about queries

We welcome general queries from parents and guardians and we appreciate and understand their role in supporting the student. As CIT students are adults and over the age of 18, we cannot disclose any information about a student without their permission to any third party.  All students are encouraged to take responsibility for their own learning, and the Disability Support Service's role is to support the student directly. 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.

If you have any concerns about your student or their progress, the best person to discuss this with is the student.

# Registering with the DSS

If you would like to register for supports for lectures, exams, etc. from the DSS, you need to take three steps:

**1**

**STEP 1 Fill out the Online Registration Form**
You should enter your details in the online DSS registration form, available on the CIT DSS website in late August: www.mycit.ie/dss. The link will also be e-mailed to new students' myCIT e-mail in September. You can also e-mail dss@cit.ie to request the link to the online form.

This form is secure and confidential.

**2**

**STEP 2 Provide supporting documents**
We need to see evidence of your learning difference, disability, or health condition (see page 11 for details). You can e-mail a copy of your documents to the DSS at dss@cit.ie or hand them into the Access Service office (if you have not sent these already to the CAO).

**3**

**STEP 3 Go to your Needs Assessment meeting**
You will have a needs assessment meeting, either one to one or in a small group, with a member of the DSS staff member. You will be sent an e-mail about how to book or given a meeting time/date.

**NOTE:** You must fully register with the DSS (includes going to a meeting) before certain dates in order to request exam supports for end-of-semester exams (see page 24).

# Documents for Registration

As part of registering with the DSS you must give us evidence of your learning difference, disability or health condition. We need these documents to verify appropriate supports and to apply for funding if you are eligible (see page 32). We need to have a copy of your documents before we can offer you a meeting.

If you sent your documents to the CAO, you do not need to give them again to us, unless you have new/updated documents, or if we request them.

## What documents do I need to submit?*

| | |
|---|---|
| Specific learning difference (e.g. dyslexia or dyscalculia) | Full educational psychologist report (ideally recent) |
| Dyspraxia (DCD) | Full educational psychologist report and occupational therapist report |
| Health conditions or disabilities | Report or letter from the appropriate consultant or specialist detailing the diagnosis, type, and extent of the health condition/disability |

*Students who are not able to provide evidence listed above may avail of a general level of disability support (exam supports, academic support and advice on assistive technology) by providing evidence from a GP/other health professional, or evidence of a history of a specific learning difficulty from their school/college. Please e-mail dss@cit.ie or see the DSS website for more information: www.mycit.ie/dss

## Needs Assessment

Students registering with the DSS receive a Needs Assessment meeting to determine the level of support that they require. Students will receive confirmation of the supports they are entitled to, which they can use to inform academic staff of their needs.

Once you have completed your online registration form you will be contacted through your myCIT e-mail account about how to book a meeting or given a time/date that you must attend. You will either have an individual or group needs assessment meeting with a DSS staff member.

Going to a Needs Assessment meeting completes your DSS registration and you need to do this before certain dates in order to request exam supports for end-of-semester exams (see page 24).

Your supports will be confirmed in a Letter of Accommodation/Needs Assessment document that you can then share with your lecturers.

You can review your supports at any time during your time in college please e-mail dss@cit.ie for an appointment to request this.

September and October is a very busy time for us with a high number of students looking to register and you may need to wait for your meeting.

If you have an urgent query, e-mail is the best way to contact us during this time - dss@cit.ie

# Apprentices

SOLAS apprentices are welcome to register with the DSS for exam supports and other supports.

Apprentices will receive a yellow paper registration form in their packs/ at induction or can request it from the DSS. You need to complete this form and give the DSS a copy of your supporting documents to register fully for supports. The documents can be an educational psychologist's report/a State Examination Commissions letter for dyslexia, or a consultant/GP's letter for a health condition/disability.

If you were registered for exam supports in CIT in the past and would like these again for your repeat/Phase 6 exams please give your completed registration form to the DSS by the dates below. You do not need to give us another copy of your documents again.

### Deadlines for registering for exam supports

Please drop your completed DSS registration form and documents into the Access Service office (where the DSS staff are based), ground floor of the CIT Student Centre in Bishopstown campus (open 8.30am - 4.30pm). You must do this by the dates below in order for the DSS to confirm what exams supports you are entitled to in your SOLAS exams. The DSS will inform the Disability Administrator in the Exams Office who will make the arrangements for you.

| SOLAS Phase 4/6 blocks | Dates for registering for exam supports |
|---|---|
| September - December 2017 block | Friday 27th October 2017 |
| January - March 2018 block | Friday 9th February 2018 |
| April - June 2018 block | Friday 4th May 2018 |

## General apprentice queries:

Carmel O'Regan, CIT Exams Office, Melbourn Building, Bishopstown Campus
Tel. 021 433 5048 E-mail: apprentices@cit.ie

## Exam arrangements for DSS apprentices:

Disability Administrator, CIT Exams Office, Melbourn Building, Bishopstown Campus
Tel. 021 433 5049 E-mail: examsmgt@cit.ie

## Disability Support Service queries

Access Service, Ground floor of Student Centre, Bishopstown Campus
Tel. 021 433 5107 / 5137 E-mail: dss@cit.ie

# Incoming Erasmus/International Students to CIT

Students coming to CIT on Erasmus study exchange/internship or International students coming from a higher education institution in another country who need DSS supports while at CIT should contact the DSS well in advance before they arrive. Students must register with the CIT DSS and receive a needs assessment to confirm the supports they are entitled to in CIT. **Students should understand that the DSS supports available in CIT may be different from those they receive in their home institution.**

You should ask your home institution to fill out a Statement of Support form to confirm what supports you receive there – please e-mail dss@cit.ie for a copy of this form. You will also be asked to provide copies of your documents in English as evidence of your learning difference, disability or health condition.

## Incoming International Students

We would advise International Students who require DSS supports to contact the DSS as early as possible in their application process to discuss the supports that they require while studying at CIT. As part of your preparations to study in CIT you should make a financial plan which includes additional disability related costs and any funding that may be available to cover these extra costs.

CIT International Office website: http://international.cit.ie/

**Incoming Erasmus students**



Eligible Erasmus students with learning differences, health conditions and disabilities coming to CIT may be able to apply for Erasmus+ funding for additional costs of personal and academic supports while in Cork such as a personal assistant, aids and equipment, adapted accommodation, travel assistance, medical attendance.

Ask the Erasmus+ coordinator of your home higher education institution about the application procedure - a copy of the application form and where/when to submit it, etc.

More information is available at: http://ec.europa.eu/programmes/erasmus-plus/opportunities-for-individuals/physical-mental-conditions_en

CIT Erasmus Office website: http://international.cit.ie/erasmus/incoming

## CIT students needing DSS supports while studying abroad

CIT students going abroad to study for a semester or a year, and who are registered with the CIT DSS may need to consider whether they need supports in their host college - how to get these if needed and also whether to apply for any funding for supports.

Make sure you research the disability and student supports available in the host college and any funding available. Remember there may be some big differences in supports between countries and colleges. The DSS has a checklist available to help you with this on our website: www.mycit.ie/dss

Please also check the AHEAD guide for studying abroad: https://ahead.ie/studyabroad

The DSS can also provide information about your supports such as your needs assessment, a Statement of Supports and copies of your documents to your host institution with your permission.

- CIT's Erasmus study exchange application process: http://international.cit.ie/index.cfm/page/erasmus.outgoing
- CIT International Office on preparing to travel if studying abroad: http://international.cit.ie

## Erasmus funding for DSS supports while studying abroad

Erasmus provides mobility funding to contribute towards the additional costs of studying abroad, such as travel expenses, language preparation costs, and higher general costs of living in the host country. Students who receive an education grant or a fee waiver to study at CIT can keep these entitlements whilst on Erasmus.

CIT students may be able to apply to Erasmus+ as it has additional funding available for eligible students with disabilities for additional costs of supports - personal and academic support such as personal assistant, aids and equipment, adapted accommodation, travel assistance, medical attendance. You will need to get the exact costs of the supports from your host institution and/or external provider.

The DSS can help support you to complete the form that you will need to return to the CIT Erasmus office.

Please contact the CIT Erasmus Office: erasmus@cit.ie or the CIT DSS: dss@cit.ie for more information and a copy of the HEA funding application form when you are making your Erasmus application. You can also check more information at: http://EURIreland.ie.

## DSS Supports

The DSS has a range of supports to ensure that students with learning differences, health conditions, and disabilities have the same opportunities for participation and progression as the rest of the Institute's community. The supports below are provided to help students reach their full academic potential in college and they are designed to be enabling, and to equip students with the necessary skills to become independent learners.

Our ethos is to support you by giving you the skills and knowledge that will help you while you are studying and once you leave college. The DSS has a range of supports:



Assistive Technology

Alternative Media Formats

Sign language interpreters

Learning Support

Physical access to campus

Exam supports

Early Orientation

Personal Assistants

Liaising with CIT staff / departments

Note taking support

We will confirm your supports/reasonable accommodations at your Needs Assessment meeting.

You may also request to review what supports you are getting throughout your years in college at any time.

## Assistive Technology

Assistive Technology (AT) is software or equipment that can help you with your studies/learning.

### What is the Assistive Technology Service (AT Service)?

The DSS has its own dedicated Assistive Technology Service for DSS students. It includes a full time Assistive Technology Officer who meets and train students in all campuses, a dedicated computer lab based in the Student Centre (next to the Bank of Ireland) on the Bishopstown Campus, as well as a range of software available on open access/library computers in the different campuses such as Read Write Gold and Inspiration Mind Mapping.

The AT Service has a range software and equipment to help students access their lectures and notes such as:
• Apps for phones and tablets
• Live scribe pens*
• Digital recorders*
• Digital magnifier technologies (e.g. Optiverso)
• Soundfield system
• Dragon Naturally Speaking
• Touch Type Read and Spell.

More information about these is available at: www.mycit.ie/dss

* Please note if you wish to record lectures you must ask permission to do this – DSS students receive an Audio agreement form that they can ask lecturers to sign for this permission.

## What's available in the AT Service computer lab?

The AT Service computer lab is only available to DSS registered students. There are 14 upgraded computers, a printer, and a scanner available to scan in notes and handouts, plus a sound proof room for voice-to-text software use and training.

You can just use the AT Service to study and use the computers when the Student Centre is open - you must use your student ID card to get access.

## Assistive Technology support and training

Mark Burleigh is the full-time Assistive Technology Officer and his office is in the Assistive Technology Service, Student Centre, Bishopstown campus.

- You may need to meet Mark for an Assistive Technology assessment and training if this is recommended in your DSS Needs Assessment meeting.
- Mark also runs training workshops during the year.
- Mark manages any equipment that you might be loaned by the DSS.

Mark is available to meet students by appointment.

Monday to Friday 9.00am - 5.00pm.
E-mail: mark.burleigh@cit.ie
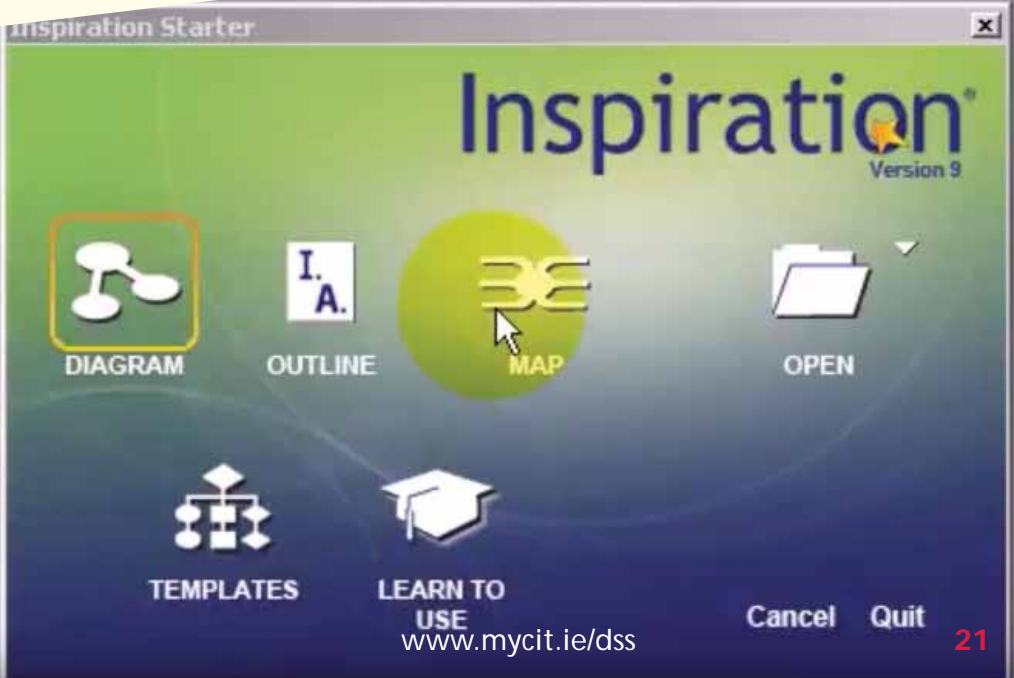Tel. 021 433 5125

https://twitter.com/ATS_CIT

The Assistive Technology Service has its own YouTube channel:

https://www.youtube.com/user/AccessATS

It has online guides and training that students can access at any time around their Assistive Technology Service software or equipment, such as:

- Creating essays with mind mapping
- Using Livescribe pen
- Using Audio notetaker
- Using Dragon software
- Using text to speech software
- Using Referencing Software – End note
- Using Ginger software – for proofreading
- Using Reading software in exams
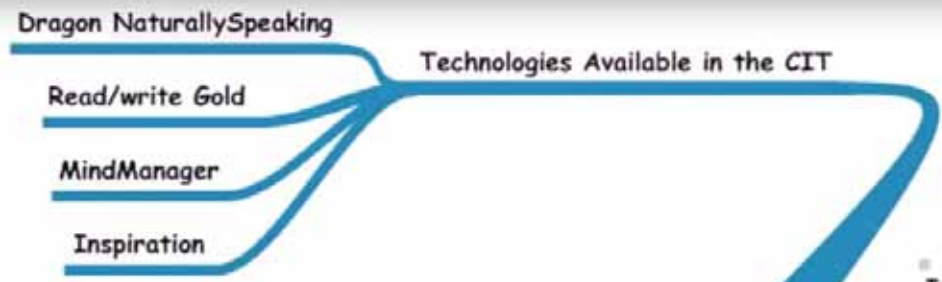- Using Flashcards software.

## Learning Support

The Access Learning Support Service supports DSS students with their assignments, reports and research for their studies. This is done in small groups, workshops and one to one appointments where appropriate. Learning Support works closely with Assistive Technology to enable students to use the tools to study independently, and it will help you to develop these skills:

- Planning and structuring assignments
- Academic writing skills
- Quoting, referencing and plagiarism
- Organising study and course work
- Taking good notes
- Managing deadlines and priorities
- Exam techniques
- Presentation skills

Online learning support videos are also available at: www.mycit.ie/dss



Students are also advised to check their individual modules for their course to see the kinds of assessments, exams, and coursework are involved in each module at: http://courses.cit.ie

# Who provides Learning Support?

**Bishopstown Campus**
Fiona Downey, Learning Support Coordinator.

Fiona's office is in the Assistive Technology Service, Student Centre, Bishopstown Campus.

She is available to meet students by appointment Monday to Friday 9.00am - 5.00pm. Please e-mail or drop into the office to make an appointment.

E-mail: fiona.downey@cit.ie   Tel: 021 432 6744

**NOTE:** 4th year/Masters Bishopstown Campus students completing a thesis should contact dss@cit.ie if they need learning support and they may be referred to Barbara Hempel if appropriate.

**CIT Crawford College of Art and Design/CIT Cork School of Music**
Jessica Amberson, Learning Support tutor (part-time).

Jessica is available on these campuses:
• Crawford College of Art and Design: Mondays
• Cork School of Music/Crawford students in 46 Grand Parade: Tuesday mornings

E-mail: jessica.amberson@cit.ie for an appointment with advance notice.

**National Maritime College of Ireland**
Barbara Hempel, Learning Support tutor (part-time).

E-mail: dss@cit.ie for an appointment with advance notice.

## Examination Supports

You may be entitled to access exam supports, such as extra time, use of a computer, use of reading software, or a smaller shared exam centre, as part of your DSS supports which are confirmed in your DSS Needs Assessment meeting. The DSS will also inform the Examinations staff in your campus of these supports with your permission.

### End-of-semester exams registration deadlines

In order to receive exam supports for end-of-semester exams, you must register fully with the DSS (includes going to a meeting) by these dates. This applies to all students in all campuses:

| | |
|---|---|
| Semester 1 exams | Friday 27th October 2017 |
| Semester 2 exams | Friday 16th March 2018 |
| August (repeat) exams | Friday 6th July 2018 |

**Students who register with the DSS after these dates will be accommodated in the next exam session.**

Students with temporary disabilities such as broken hands should contact the Examinations staff directly to see what supports are possible.

### In-class written assessments

Most students sit their timed written tests/assessments in their class without supports or just extra time in consultation with their lecturer where this is possible. You must give your lecturer advance notice of at least 1 week if you wish to use extra time. In some cases, additional supports may be provided by the Examinations staff in your campus, if requested with enough notice.

## Bishopstown Campus students

The Examinations Office has a dedicated Disability Administrator based in the Melbourn Building who makes the arrangements for DSS students.

Mary O'Sullivan E-mail: examsdss@cit.ie Tel: 021 433 5090

The CIT Exams website has information about the exam dates, appeals, past exam papers, and access to online timetables: www.mycit.ie/exams

### Requesting exam supports for end-of-semester exams

Students taking end-of-semester exams in Bishopstown and who wish to use exam supports that involve sitting an exam in a venue other than the main exam hall must e-mail the Disability Administrator in the Exams Office at examsdss@cit.ie by these dates for each set of exams:

| Bishopstown Campus Exam Dates* | DSS Exam Support Request Deadline |
|---|---|
| Semester 1 exams<br>9 December 2017 – 5 January 2018 | Friday 3rd November 2017 |
| Semester 2 exams<br>12 - 25 May 2018 | Friday 23rd March 2018 |
| August (repeat) exams<br>13 - 24 August 2018 | Friday 13th July 2018 |

*Please note that some students may have other exam dates based on their course/work placement – always check this with your department.

## CIT Cork School of Music students

Rocky Falzon, CSM administrator, is responsible for organising exam supports for CIT Cork School of Music students.

E-mail: rocky.falzon@cit.ie    Tel. 021 480 7309

If you need exam supports for your end-of-semester exams that involve taking an exam in a room separate to the main exam venue you should e-mail Rocky to request exam supports with as much notice as possible.

If you have in-class written tests and you need extra time, a separate room, reader/laptop for these tests, you should speak to your lecturer first **well in advance** to see if it is possible, as sometimes students find extra time is enough.

## CIT Crawford College of Art and Design students

Crawford College of Art and Design students do not usually have official exams but you may have an exam in Art History in first year. Please speak to your lecturer well in advance if you think you may need exam supports and see what can be arranged for the test.

# National Maritime College of Ireland students

For students studying the Bachelor Degrees
in Nautical Science and Marine Engineering,
the Department of Transport is the body that
accredits your professional licence and they
have different regulations regarding which exam supports are allowed
in the exams if you wish to gain your professional licence.

The Department of Transport Marine Notice No 65 of 2013 outlines the
exam accommodations allowed for students with dyslexia.
www.dttas.ie/sites/default/files/65%20of%202013_0.pdf

This includes:
- **10 minutes per hour extra time allowance** and **use of tinted overlays**. The extra time may be allowed in the main venue or a separate centre – this will be decided by the NMCI.
- **Allowances for spelling errors and composition of passages are also allowed if the meaning of the answer is clear.**
- The use of a reader, scribe or laptop is **not** allowed.

If you register with the DSS for exam supports, the information is
confidential and is sent only to Sinéad Reen, the Head of Academic
Studies, and the Examinations Secretary in the NMCI with your
permission.

Theresa Brien, NMCI Examinations Secretary,
Tel: 021 433 5465   E-mail: theresa.brien@cit.ie

Please contact the DSS if you have any questions by e-mail dss@cit.ie

## Other DSS Supports

The DSS has a range of other supports that we can offer students and some of which are confirmed in your Needs Assessment:

**CORK INSTITUTE OF TECHNOLOGY**
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

**DISABILITY SUPPORT SERVICE**

- **Early Orientation** – New students can attend an early orientation at the end of August which explains the DSS and CIT supports available as well as how to register.
- **Placement and Careers Support** – Training and workshops in CV, interviews and disclosure will be available and delivered in partnership with the CIT Careers Service and other organisations.
- **Parking and Transport** – Students with physical disabilities or mobility difficulties may require access to parking on campus or support with transport to access the College.
- **Academic Personal/Library assistant** – Students with physical disabilities or mobility difficulties may require an assistant for tasks such as carrying bags, accessing buildings or some personal care.
- **Mobility training** – Students with visual impairments may require mobility training around campus and Cork city – this is done in conjunction with the NCBI.
- **Access around campuses** – Students with mobility difficulties may have specific requirements in order to access rooms with stairs, access lifts and/or buildings. Please note that the timetables with room details are not usually available until just before the start of each semester.
- **ISL Interpreter/Speedtext** – Students with hearing impairments may need access to these supports. Please contact the DSS as early as possible especially if you need an ISL interpreter for classes/ lectures.
- **Workshops/Information Sessions** – The DSS will e-mail your myCIT e-mail with information on any workshops/information sessions taking place.

## Other CIT supports available

Here are some CIT supports that our students have found useful:

**Academic Learning Centre**
Free drop-in classes in subjects, e.g. maths, business, science, engineering, computing and academic skills.

http://alc.cit.ie

**Counselling Service** (2nd floor, Student Centre)
One to one counselling sessions available

www.mycit.ie/counselling

**PALS – Peer Assisted Learning Support**
Supports first year students with both study and social support.

www.mycit.ie/PALS

**LISTEN - Peer Mentoring**
Peer mentoring for Access Service students with other CIT students

www.cit.ie/studentlife.access_disability.peer-mentoring

**Academic Success Coaching**
Works with students to develop motivation and study skills

E-mail: academicsuccesscoaching@cit.ie Tel: 021 432 6153

**Careers Service** (2nd floor, Student Centre)
Careers education and guidance for students and graduates

www.mycit.ie/careers

**Barrier Free CIT**
Student Society looking at promoting diversity and accessibility in CIT

barrierfree@citsocieties.ie

**Medical Centre** (Mezzanine floor, Student Centre)
Access to doctors and nurses

www.mycit.ie/medical

**Emergency Response Team (ERT)** (Bishopstown campus)
if you are a student with a medical condition such as epilepsy where you **MAY** need immediate emergency care while on the Bishopstown Campus, you should call the ERT if you feel unwell. This will also be discussed in your needs assessment.

Tel: 021 432 6112

# Financial Supports

### Fund for Students with Disabilities

We can apply for funding for you from the ESF Fund for Students with Disabilities run by the Higher Education Authority. It provides funding to full-time eligible students for specific academic supports, personal assistance/sign language interpreters, and transport costs (outside of typical costs of going to college). For more information see www.studentfinance.ie

The Fund for Students with Disabilities is funded by the Irish Government and part-funded by the European Social Fund Programme for Employability, Inclusion and Learning (PEIL) 2014 – 2020.



### Student Assistance Fund

**www.mycit.ie/saf**

CIT students needing additional funding for the costs of going to college can apply for funding from the Student Assistance Fund which is managed by the Access Service. Please see the website for more information and whether you are eligible to apply. Application forms are available from the Access Service from the start of September.

## Things to Note

**myCIT**

**MyCIT e-mail**

It is very important that you check your myCIT e-mail regularly as this is the main way the college and the DSS will contact you.

Generally all official CIT communication goes through your myCIT e-mail assigned to you when you register for your CIT course. For help with your myCIT e-mail, go to:

www.mycit.ie/itsupport

" Never let your disability stand in the way"

**Roisín Ormond** -
Biomedical Engineering Graduate

## Take Responsibility!

It is your responsibility as a student to register with the DSS and provide the appropriate documents.  Following your registration with the DSS, you may be advised to engage with specific support, such as Learning Support or Assistive Technology.  **It is YOUR responsibility to engage with these services and with the DSS**.

The DSS will inform you how to make initial contact with the various supports/services. It is also important for students to notify DSS at the start of every semester if their existing supports need to be reviewed e.g. due to change of course, etc. It is the student's responsibility to ensure the information given to DSS is up to date.

*Responsibility*

# My DSS Appointments and training

Make a note of your dates and times

## Needs Assessment meeting/ DSS appointment

## Assistive Technology training/ workshop

## Learning Support training/ workshop

# CORK INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

## DISABILITY SUPPORT SERVICE

**Mailing list:**
www.cit.ie/dssmailinglist

If you would like this guide in an alternative format please e-mail **dss@cit.ie** or telephone **021 433 5138**

## CIT Disability Support Service (DSS)

**Address:**
Access Service,
Ground Floor, Student Centre,
Cork Institute of Technology,
Bishopstown, Cork

Tel: 021 433 5107 / 5137
Tel: 021 433 5138 Access Service
Text: 087 177 6755 / 087 138 9772
E-mail: dss@cit.ie
Web: www.mycit.ie/dss
https://www.facebook.com/citdisabilities
https://twitter.com/CITDisabilities

**Opening Hours:**
Monday to Friday 8.30am to 4.30pm
(Access Service desk is closed for lunch
1.30pm – 2.00pm with a post-box
available for documents/messages)

AUGUST 2017