

DSPS Starting Guide

Disabled Students Programs and Services (DSPS): From Application to First Class

Please note: College accommodations are request-based. The DSPS Intake and Interactive Process, including a meeting with a DSPS counselor, is how appropriate accommodations are determined, but then you as the student are responsible to both activate online and request the specific accommodations through the appropriate DSPS accommodation providers each semester.

This document is available online with clickable links the DSPS New Student webpage:
<https://bit.ly/newtochabotdps>

Your path at a glance

- **CHABOT APPLICATION (CCC Apply)**
 - **DSPS INTAKE (Counseling and Accommodations)**
 - **ACCOMMODATION SERVICES (Requests)**
 - **PREPARING FOR FIRST DAY**
 - **STEPS EACH SEMESTER**

Chabot application

1. Apply to Chabot College

Complete the [Chabot admission application](#) through CCCApply. Use a personal email you check regularly and save the confirmation.

You will receive an email containing your student ID, called a W number. First-time applicants should allow about 3–5 days.

READY WHEN: You have your W number.

2. Activate your college accounts

Follow the activation email for [MyPortal](#). This is your main hub for registration, fees, holds, and campus-service cards.

Open [Zonemail](#). It is your college email, official college communication will be sent there.

READY WHEN: You can sign in to both MyPortal and Zonemail.

DSPS intake

3. Submit the DSPS intake and disability verification

Complete the [DSPS online intake](#) in Accommodate. You need your W number.

Upload an Individualized Education Program (IEP), Section 504 plan, a list of current prescription medication, or a letter from a medical professional. If it is not ready, submit the intake first, then send the document from Zonemail or bring a copy to DSPS in Building 100.

READY WHEN: DSPS has both your intake and verification. If you do not have standard documentation, contact DSPS, do not assume you are ineligible.

4. Respond to DSPS appointment contact

After staff verifies both your intake and disability verification, the DSPS front desk contacts you to schedule the initial counselor appointment. Keep your contact information current and respond promptly to email, phone, or voicemail outreach. If you are unable to attend your appointment, contact the DSPS front desk as soon as possible. After the initial intake appointment, students can initiate scheduling future counseling appointments.

Appointments may be in person, online, or by phone. The student must participate; supporters may join with the student present.

READY WHEN: You have responded to DSPS, and the appointment is confirmed.

5. Meet with the counselor: accommodations + SEP

Discuss how your disability affects college coursework. You and the counselor identify reasonable college-level accommodations through an interactive process.

Build or update your [Student Educational Plan \(SEP\)](#) - your map of which classes to take and when.

Leave knowing which accommodations are approved, what each one requires, and what your next registration step is.

READY WHEN: Your accommodations are approved and you have a clear SEP.

6. Finish enrollment and register for classes

Use the Registration Self-Service card in [MyPortal](#) to review your status, search for classes, and register. Often your counselor will help you enroll in classes during your initial meeting.

Complete the college orientation and English/Math placement steps that apply to you. These can affect priority registration.

READY WHEN: Your class schedule is visible in MyPortal, matches your plan, and shows where each in-person class meets.

7. Activate accommodations for the semester

In MyPortal, open the DSPS Accommodate card. Submit a [Semester Request](#) and select the class or classes for each approved accommodation.

The Semester Request activates accommodations and sends an accommodations letter to the instructors you select. It does not automatically schedule testing, alternate media, interpreting, or another service.

After the Semester Request, make each needed service request in [Accommodate](#) and follow that service's timeline.

READY WHEN: The Semester Request is submitted, a counselor has approved it, and accommodation letters have been sent.

Service providers

COUNSELOR APPROVAL REQUIRED: You must have the specific accommodation approved by a DSPS counselor before using any service below. Approval does not schedule the service: submit the required request in Accommodate and follow the provider's timeline.

8. Connect with your accommodation service providers

Alternate media + assistive technology — Provides eligible course materials in accessible formats, such as electronic text, and supports approved assistive technology needs. Submit the Accommodate request early and have the textbook or course information, and proof of access when required.

Contact Thomas Dowrie: tdowrie@chabotcollege.edu

Deaf/Hard of Hearing Services (DHH) — Coordinates approved American Sign Language interpreting or real-time captioning for classes and college activities. Request service during priority registration when possible, or at least four weeks before the semester. Report schedule changes immediately.

Contact Shawna Crawford: scrawford@chabotcollege.edu

Alternative testing + classroom accommodations — Coordinates approved testing arrangements for in-person exams and helps implement other approved classroom accommodations. Submit a separate Alternative Testing Request in Accommodate for each in-person exam at least 7 full days ahead and 14 days before finals. Coordinate online-at-home and practical exams with the instructor. Arriving more than 15 minutes late for an in-person exam may mean it cannot be administered.

Contact Renato Ramento: rramento@chabotcollege.edu

READY WHEN: Each service provider has the correct class information and has acknowledged or confirmed the request.

Preparing for the first day

9. Prepare for and attend the first day

Open your class schedule in MyPortal and recheck the building and room for every in-person class. For online or hybrid classes, sign in to Canvas and confirm that the course site opens.

Make a plan for transportation and parking. AC Transit lines 60 and 97 stop on campus. Semester parking permits can be bought [online](#) or in person at Campus Safety. Daily permits can be bought online or from dispensers in the parking lots. Parking permits are linked to your license plate number. There is no need to display a ticket or permit on your dashboard.

Attend the first class, even if you are waitlisted, unless you receive different instructions. Read the syllabus, place exam and service-request deadlines on your calendar, and privately confirm with the instructor how approved accommodations will work.

READY WHEN: You attended or entered the course site and know the first assignment, exam dates, and next accommodation deadline.

Each semester

Repeat these steps for every new semester. Approved accommodations remain request-based.

- **Before priority registration** — Contact the DSPS front desk to schedule an appointment with a DSPS counselor to review your goals, Student Educational Plan, course choices, and accommodation needs.
- **During the first week** — Watch for the email reminder, then submit a new Semester Request in Accommodate for the new semester and select the appropriate classes.
- **When classes begin** — Meet privately with each instructor to confirm that the accommodations letter was received and discuss how accommodations will work in that class.
- **As soon as details are available** — Submit new requests to the appropriate service providers for alternate media, Deaf/Hard of Hearing services, alternative testing, or other approved services.

Login guide

Start with MyPortal after you receive your W number. Several campus systems open from cards inside it.

SYSTEM	WHY IT MATTERS	NOTE
CCCApply	Submit the college application before you have a W number.	Use a personal email; save your confirmation and CCCApply ID.
MyPortal	Central hub for registration, fees, holds, records, and campus-service cards.	Activate from the invitation email; sign in with your W number and district password.
Zonemail	Official messages from Admissions, Financial Aid, counselors, DSPS, and instructors.	Open it through MyPortal and check it every school day.
Accommodate	DSPS intake, verification, Semester Requests, letters, and service requests.	Use the DSPS card in MyPortal; bookmark it once found.
Canvas	Primary learning platform for online and hybrid classes; some instructors may also post supplemental materials there.	Username is your W number. Password-reset messages go to Zonemail.

When you need help

[DSPS / ACE](#) — Accessibility Center for Education • Building 100 • 510-723-6725 • cc-dsps@chabotcollege.edu

[Missing W number](#) — Admissions & Records • ccarcom@chabotcollege.edu

[MyPortal login](#) — Student HelpZone • helpzone@clpccd.org

[Canvas login](#) — [Canvas Login Procedures](#) • onlinelearning@chabotcollege.edu

BEFORE YOU GO IN PERSON: DSPS hours change by semester. Check the current contact page before visiting Building 100.

All links in this guide point to official Chabot College or district pages. Steps and hours can change; use the linked pages for the current version.

For more information or accessibility accommodations, please contact DSPS at cc-dsps@chabotcollege.edu or 510.723.6725.

All academic and career technical education programs and student support programs and services are open to all students without regard to race, color, national origin, sex, or disability status.