The DRC assists students to maximize their potential and prepare for productive life after college. DRC services are individualized to aid each student's independence, productivity and self-esteem. Services are provided to enhance students' access to, and success in, all classes and activities offered at COS. The DRC supports the mission of COS through district community collaboration.

**WorkAbility III Testimonial—Mayra Chavez**

I began my journey at COS in the Spring 2011, with a goal of obtaining a certificate in Spanish Interpreting. In the Spring of 2012, I had the opportunity to take a Work Experience class and complete my hours at the Tulare County Courthouse. I completed my coursework at the end of the Spring 2012 semester. The remaining step in becoming certified is successfully completing the state exam. I’ve been preparing for this exam since I first began the program and my goal is to successfully complete the exam by the end of this year.

I have two children, ages 6 and 4. My family is the most important thing to me, and my kids are what motivated me to finish school. I want to be able to give my children everything they deserve and I want to be a positive role model for them. It’s important to be financially stable and not live paycheck to paycheck and I know by completing my certificate this will open more doors in life for me.

The WorkAbility III (WA III) Program has helped me to gain self-confidence and ultimately achieve my goal. With the help of the WA III Job Developer and Counselor I was able to create a resume and cover letter, as well as to develop a professional portfolio. I was invited in October to be a guest speaker at the WA III Advisory Board, where I was able to present my skills and abilities and distribute my resume to many key community members that were present. As a result, I had the pleasure of meeting Dan Ramirez, Area Manager, from Proteus. Mr. Ramirez reviewed my resume and believed I would be a good fit for the organization. I was offered a paid internship position with Proteus as a Program Support Specialist. I’m so thankful for this opportunity and have learned so much while enjoying my job! I know that the future looks bright for me and I will reach my goal of becoming a State Certified Spanish Interpreter.
Message from the Director

“Efforts and courage are not enough without purpose and direction.”

~John F. Kennedy

Study Skills Workshops

All DRC students are welcome to attend the Learning Skills Lab workshops available throughout the semester. The remaining workshops for this semester (held in Lodgepole 114) are as follows:

Organization
Tuesday, Mar. 12th @9:10am

Note Taking Techniques
Monday, Mar. 18th @2:10pm

Memory Strategies
Tuesday, Apr. 2nd @10:10am

Qualifying for Extra Testing Time
Wednesday, Apr. 10th @1:10pm

Reading Strategies
Tuesday, Apr. 16th @12:10pm

Stress Management/Tips for Better Focusing
Wednesday, Apr. 24th @10:10am

How to Succeed in Math
Monday, Apr. 29th @11:10am

Organization
Thursday, May 2nd @1:10pm

Test-Taking Strategies
Tuesday, May 14th @9:10am

How to Prepare for Finals
Thursday, May 16th @11:10am

If you are a student enrolled in the Disability Resource Center (DRC) then most likely you’ve received a call from our department requesting your participation in completing a Student Educational Contract (SEC). The SEC is designed to assist students in achieving their stated goal(s). It helps students understand how their disability affects them educationally and identifies the services and accommodations that would be most helpful for students to receive. Guided by the professional staff of the DRC, students can either accept or reject any services and/or accommodations that are recommended for their use. While we won’t force a student to accept services or accommodations, completion of an SEC is mandatory for all students of the program.

The regulations that fund our program require that students complete an SEC. Additionally, the SEC must be updated annually. According to our regulations: “The Student Educational Contract (SEC) is designed to serve as an educational contract between the DSPS program and the student.”

We agree to provide services and accommodations that are helpful and useful for students, in return we expect students to attend class and do their best to complete assignments given to them by their professors. Helping our students be successful and working with them to discover how best to serve them is our number one goal. The SEC becomes an important tool for us to achieve that goal.

If you are a student of the program and haven’t had the opportunity to complete or update an SEC, contact our office today to schedule an appointment. By way of reminder, our phone number is 730-3805, and we are located in the north Sequoia wing, room 10. We look forward to seeing you soon!

Remember:

If you are a student of the program and haven’t had the opportunity to complete or update an SEC, contact our office to schedule an appointment.
How to Get the Most out of Priority Registration

Students with disabilities have priority registration for different reasons. For those who have difficulty getting around campus quickly, or require breaks, this accommodation can be used to ensure a workable schedule. Another excellent use of priority registration is to ensure that the professors you select will be your best fit for a successful term. In addition to viewing instructor ratings you might find online (be sure to read the comments), it’s a good idea to try and meet those teachers from whom you will choose.

- **To locate Full-Time professors**, go to the COS main page, then to the telephone icon entitled “Directory”; after clicking on the icon, choose “COS Phone Directory”. All full-time employees are listed here, with their phone numbers and offices. (The top right-hand side of the first page explains which prefix to use with the 4-digit phone numbers provided.) As this document is somewhat out-of-date, you might wish to call first, and check to be sure the office location is still correct. **Request a short meeting at a time that will work for both of you.**

- **To locate Part-Time professors**, go to the current semester’s “Class Search”, and search by the instructor’s name only. Use the information regarding days, times and locations of the classes they teach now to find them on campus. As you catch them before or after a class, **ask about a convenient time to speak with them.**

When you meet with the instructor, request a copy of their current syllabus, ask about their teaching philosophy, and/or types of tests they give, etc. Do the learning activities in the class play to your strengths? Are there several opportunities to earn points toward your overall total, or is the grading limited to a few high-stakes tests? If it’s a math class, can you earn partial points for selecting the correct process, if small detail-errors yield an incorrect answer?

Pay attention to how comfortable you feel when you meet with him/her. Most of us learn best when we aren’t too intimidated to ask questions or share our ideas.

**Tip:**

*Try to meet with potential instructors prior to registering for your classes to ensure that the instructors you select will be your best fit for a successful term.*

Changes to the Learning Skills (LS) Lab Class Offerings

Beginning in Fall 2013, the following changes are planned for LS Lab offerings:

- **LS 308 has changed** to include information specifically geared towards students who use DRC services. Effective use of services, legal aspects of service provision, and accommodations beyond COS will be highlighted. Lab practice of applied study strategies continues to be a focal point of the class.

- **The new class, IS 308** will be launched. This class, modeled on the previous version of LS 308, is open to all students on the campus. Its focus is hands-on study strategies instruction, with supplemental study skills workshops. IS 308 may be taken once. Students of the DRC may repeat LS 308 as many times as necessary depending upon individual circumstances; however, students using financial aid should be aware that only a limited number of repeats may be funded. Individual circumstances vary, so be sure to check with the Financial Aid office if you have any concerns about this.
Are You Utilizing Your COS Email Account?

Were you aware that once your application for the college has been processed, COS creates a free email account for you? That email account is the primary method by which instructors, as well as COS staff will communicate with the students. The DRC utilizes email to send out important information to our students including dates for priority registration. You can access your student email by following the steps below:

- Students can access their COS Giant email account by going to https://www.outlook.com/

- Once there you will need to enter your email address and your temporary password. (You will find both your student email address and password by logging into COS BannerWeb)

- When you log in the first time, you will be asked to change your password and create a security question, this is used if you ever lose your password. **NOTE**: Your new password must:
  - Be at least 10 Characters long
  - Contain an uppercase letter
  - Contain one number
  - Contain a special character (i.e. #$!%*)

If you need assistance with accessing your email account, the Welcome Center will be happy to assist you. They are open Monday through Friday in room 104 of the Sequoia Building between the hours of 8am and 4:30pm.

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**Important Dates-Spring 2013**

- **March 14, 2013**: Last Day to File for an Associate Degree for Spring 2013
- **March 22, 2013**: LAST DAY TO DROP CLASSES WITH A “W” ON TRANSCRIPT AND NO REFUND AT www.cos.edu
- **March 25-29, 2013**: Spring Break – NO CLASSES
- **April 30, 2013**: 2013-14 Financial Aid Priority Deadline
- **May 17-23, 2013**: Spring Final Exams
- **May 23, 2013**: Commencement Ceremony
- **May 23, 2013**: Spring Semester Ends; Last Day to Make up Incomplete “I” Grades for Spring 2012
- **July 1, 2013**: Payment Deadline: Students must pay **Fall fees** by July 1st or 2 weeks after registration (whichever is later) to avoid the possibility of being dropped from classes.