Mission

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.

Reducing Test Taking Anxiety
A few tips from testtakingtips.com

The website testtakingtips.com provides general tips to assist students before, during and after their exam. Below you will find some tips for helping reduce your test taking anxiety so that you can perform at your best.

- Attend class regularly.
- Keep up with reading assignments and study regularly throughout the term so you are prepared for the exam.
- Study time should be spaced out over a few days to a week. Do not try and study it all the night before.
- Regular exercise throughout the term will help you reduce and better handle stress.
- Get a good night’s sleep before the exam.
- Eat before a test. If this is difficult for you to do because of nerves, try a protein or yogurt drink so you aren’t running on empty. Having food in your stomach will give you energy and help you focus.
- Show up to school early so you don’t chance being late, but enter the classroom only a few minutes prior to the test.
- Write down important formulas, while they are fresh in your mind.
- Read the directions slowly and carefully.
- Answer “easy” questions first to build confidence. Read through the test for clues to more difficult items.
- If time permits, go over your answers—making sure you answered all the questions.
**Message from the Director**

“Both dreams and myths are important communications from ourselves to ourselves. If we do not understand the language in which they are written, we miss a great deal of what we know and tell ourselves in those hours when we are not busy manipulating the outside world.”

- Eric Fromm

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**Study Skills Workshops**

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>How to Succeed in Math</td>
<td>Thursday, Oct. 4th</td>
<td>@12:10pm</td>
</tr>
<tr>
<td>Organization Tips &amp; Tricks</td>
<td>Tuesday, Oct. 9th</td>
<td>@9:10am</td>
</tr>
<tr>
<td>Note Taking Techniques</td>
<td>Monday, Oct. 15th</td>
<td>@2:10pm</td>
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<tr>
<td>Memory Strategies</td>
<td>Tuesday, Oct. 23rd</td>
<td>@10:10am</td>
</tr>
<tr>
<td>Qualifying for Extra Testing Time</td>
<td>Wednesday, Oct. 31st</td>
<td>@1:10pm</td>
</tr>
<tr>
<td>Reading Strategies</td>
<td>Tuesday, Nov. 6th</td>
<td>@12:10pm</td>
</tr>
<tr>
<td>Stress Management/Tips for Better Focusing</td>
<td>Wednesday, Nov. 14th</td>
<td>@10:10am</td>
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<tr>
<td>How to Succeed in Math</td>
<td>Monday, Nov. 26th</td>
<td>@11:10am</td>
</tr>
<tr>
<td>Organization Tips &amp; Tricks</td>
<td>Thursday, Nov. 29th</td>
<td>@1:10pm</td>
</tr>
<tr>
<td>Test-Taking Strategies</td>
<td>Tuesday, Dec. 4th</td>
<td>@9:10am</td>
</tr>
<tr>
<td>How to Prepare for Finals</td>
<td>Thursday, Dec. 6th</td>
<td>@11:10am</td>
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We dreamed about the day when we would move closer to the epicenter of the Visalia campus and dispel the myth that we should be tucked away and out of sight. That day has come! The Disability Resource Center (DRC) has moved to the north Sequoia wing. A shiny new facility that is nearer to the hub of the campus, it provides our students with easy access to the constellation of student services afforded all students. What a marvelous day! Our students are enthusiastic about the remodeled space; their glistening new surroundings speak to them about how important they are and how far we have come.

If you are a student of the DRC and have not completed a Student Educational Contract (SEC), I would encourage you to stop by the office and make an appointment to have one completed. The SEC is a contract between the student and the DRC that identifies the appropriate accommodations and services for which the student is eligible. Beginning in fall 2014, students of the DRC who do not have a SEC may not be eligible to receive priority registration. New policies have been developed to encourage students to complete their educational goal(s) as quickly as possible, another good reason to stop by our office and see how you are progressing in achieving your goal(s) and complete your SEC.

**Remember:**

*If you are a student of the DRC and have not completed a Student Education Contract (SEC), I would encourage you to stop by the office and make an appointment to have one completed.*
WorkAbility III

The WorkAbility III (WAIII) Program hit the ground running this semester! We started out with a move to our brand new office in the North Wing of the Sequoia building. But the most exciting news...we’ve had ANOTHER successful job placement for one of our WAIII students bringing our grand total up to five successful placements. Successful placements are an integral aspect of the WA III program’s goal of obtaining gainful employment for our students. This process includes working with students in completing a professional and comprehensive job portfolio, providing opportunities for mock interviews with COS and community leaders, as well as identifying and obtaining hands-on, career related work experience/internship positions.

Another important success for the WA III program is the implementation of the WAIII Advisory Committee comprised of community and campus leaders. The WAIII Advisory Committee met twice during the year and provided valuable support and resource leveraging to the project. A few examples of how the Advisory Committee assisted the project include: providing work experience sites to project participants, performing mock interviews with students enrolled in the project and conducting presentations to the students on topics that enhanced the students’ knowledge about work preparedness. We appreciate the commitment and dedication that the Advisory Committee has provided to the WAIII project and would like to thank the members listed below for their valuable contributions.

COS leaders:

- Steve Renton, Public Information Officer
- Gailerd Swisegood, Professor of Social Welfare Division Chair
- Janell Spencer, Professor Business Division and Internship Coordinator
- Casandra Ledesma, Veterans Coordinator
- Carolyn Franco, EOPs Program Specialist

Community Leaders:

- Jason Britt, Tulare County Health & Human Services, Deputy Director
- Robert Alcazar, Proteus Inc., Director of Operations/Farmworker Division
- David McMunn, Tulare County Workforce Investment Board, Deputy Director
- Dr. Steve Koobatian, Professor CSUF, School of Rehabilitation and President of Vocational Designs Inc.
- Hector Cartgena, Director/Owner Career Development Institute
- Linda Olmedo, CSET, Program Director
- Renee Huntsberry, Manager, United West Staffing Inc.

Diana Guerrero—Hello! I am a returning student at COS and plan on transferring to Fresno Pacific for my bachelor’s degree. I also plan on going to Fresno State for my Master’s in Library Science. I really enjoy being around people, you could say that I am a people person, so working at the DRC is a perfect fit for me. The flexible hours make it easy for students to receive real work experience while continuing their educational goals. I will take the knowledge and structure I have learned working at the DRC and become a valuable employee in the future.

Vanessa Romero – Hello! This is my third semester attending COS. I attend COS full-time and work in the DRC Testing Center part-time. This is my second semester working in the DRC. I am majoring in Nursing. I keep myself busy as a single parent, student, and employee. In my free time I enjoy running, spending time with my daughter, and hanging out with my family.
DRC Testing Center Has Moved

The DRC Testing Center is now open continuously Monday-Thursday 8am-4pm and Friday 8am-12pm. Our new location is North Sequoia Room 12, right next door to the main DRC office. Please visit the Testing Center 2-3 days before each exam to arrange for test services.

DRC Testing Center Now Offering Make-up Exam Proctoring Services

The DRC Testing Center is now proctoring make-up exams for all COS students. Our proctoring hours for make-up exams are Monday-Thursday 2pm-4pm. Instructors may fill out the test proctoring form and drop off exam(s) during any of the center’s open hours.

If you have any questions regarding this service feel free to contact Christy Magaña at 730-3807 or email christym@cos.edu.

Important Dates-Fall 2012

- **Oct. 19, 2012**: FINAL DROP DATE: LAST DAY TO DROP CLASSES WITH A "W" ON TRANSCRIPT AND NO REFUND
- **Nov. 12, 2012**: Veterans’ Day Holiday-NO CLASSES; ALL OFFICES CLOSED
- **Nov. 15, 2012**: Last Day to File for an Associate Degree for Fall 2012
- **Nov. 19-23, 2012**: Thanksgiving Day Holiday-NO CLASSES; Offices open Nov. 19-20; closed Nov. 21-23
- **Nov. 26-Dec. 7, 2012**: WEB Priority Registration
- **Dec. 10, 2012**: Registration for New Students who have completed ALL matriculation.
- **Dec. 11-Jan. 13, 2013**: WEB OPEN Registration-all Eligible Students
- **Dec. 11-17, 2012**: Fall Final Exams
- **Dec. 17, 2012**: Fall Semester Ends; Last Day to Make up Incomplete "I" Grades for Fall 2011
- **Jan. 9-13, 2013**: Registration for Students who have accumulated 120 or more units at COS.
- **Jan. 14, 2013**: Spring Semester Begins