**Getting Started with DRD:**

* Submit [Request for Services](https://santarosajuniorcollege.formstack.com/forms/3086768_zz6iflkdjy).
* Upload documentation of disability.
  + [Medical Verification Form](https://drd.santarosa.edu/sites/drd.santarosa.edu/files/documents/Medical_Verification_of_Disabilitynew%202017_0.pdf) Or other type of medical documentation
  + Can also be educational verification like IEP or 504
  + Can be permanent or temporary
* Meet with Disability Specialist for Welcome meeting.

**To Stay Active with DRD (*and to Access Priority 1 Registration*) Once Eligibility Has Been Established:**

* Student must have contact with DRD at least once per semester.
* We meet with students in person, via phone, Zoom, electronically.
* If a student is not active for a full academic year, they need to go through the Reactivation process by completing a new Request for Services, then meeting with their Specialist for a Reactivation appointment.
* If a student loses priority registration due to probation/ dismissal, DRD Specialist/ Counselor can authorize priority as an accommodation, when priority is a disability-related accommodation.

**Referring a Student to DRD:**

* [Referral Tips and Resources](https://drd.santarosa.edu/referring-students-drd)
* [DRD Referral Slip](https://santarosajuniorcollege.formstack.com/forms/disability_resources_referral_form) \*\*With student permission\*\*
* BCARE Referral Slip \*\*Without student permission, when there are significant behavioral concerns\*\*
* Walk student up to DRD Front Desk for a warm hand-off, where FD can schedule a drop-in appointment for student with a Disability Specialist and/or support the student with completing Request for Services.

**Examples that may come up in Counseling sessions with student that alert you to potential DRD eligibility:**

* Student mentions having an IEP or 504 plan in high school
* Student mentions use of medication for a health condition
* Student mentions having a therapist or psychiatrist, or history of mental health
* Student mentions long history of academic struggles
* Student mentions feeling anxious all the time – in class, outside of class, when alone, with others…
* Student mentions challenges with focus and concentration
* Student mentions use of Student Psychological Services
* Student mentions difficulties with processing information and taking notes
* Student mentions being on SSDI
* Student mentions having a DOR Counselor
* Student mentions history of drug/ alcohol abuse

**Reduced Course Load and Financial Aid/ Scholarships/EOPS:**

* Specialist/ DRD Counselor inputs the authorized units in SIS, for Financial Aid and EOPS to access. A letter is no longer needed.
* When reduced load is due to disability-related limitations, with authorization from DRD Specialist/ Counselor, a DRD student can be given “9 units = Full time equivalency,” which allows them to still access Financial Aid at full time status as follows:
  + $600 for Doyle
    - If a student is less than 9 units, they will get prorated for Doyle
  + $600 for SRJC for Free
    - If a student is less than 9 units, regardless of DRD status, they do not qualify for SRJC for Free
* Cal Grant and Pell Grant do not accept full time equivalency.
* Most scholarships accept 6 units. DRD can write a letter of support for a reduced course load equivalency if student is taking less than the required units and wants to qualify. *Some* scholarships will accept this.
* DRD students can still be eligible for EOPS, regardless of unit load, as long as DRD Specialist/ Counselor authorizes the course load as full-time equivalency. This is NOT authorized based on a student’s work schedule or other non-disability-related factors; full-time equivalency must be related to functional limitations of disability in an academic setting.
* Reasonable course load is determined *each* semester, and may change based on the courses a student is taking.
  + Ex.: A student with a math learning disability may need a reduced course load when taking math, but may be fine taking extra units when courses are not math-related.

**Education Planning for DRD Students**:

* DRD currently has one full-time faculty dedicated as a DRD Counselor – Hollie Tracy
  + Sharien Hinton, Margaret Grayson, and Dan Sousa provide support with education planning as well.
* DRD Specialists create 1-semester ed plans, first semester only.
* DRD does not currently have a dedicated Career Counselor, Financial Aid Counselor, or Athletics Counselor.

**Other Miscellaneous Info:**

* Test anxiety in and of itself, with no other conditions or limitations, is **not** an eligible condition.
* If you have questions or concerns about a student’s accommodations and/or behaviors, please reach out to their assigned Disability Specialist (listed on the AAA letter). If you do not know who the assigned Specialist is, please contact the DRD Front Desk, and they will route you to the correct person.
* Assignment modifications are not to be used consistently; rather, they are meant for temporary, short-term flexibility. When a student’s disability interferes with the capacity to complete an assignment on time, student needs to communicate with instructor beforehand.
* [**Ask A Specialist**](https://drd.santarosa.edu/ask-specialist)is a great resource for students with quick DRD-related questions.
* [**drdaskacounselor@santarosa.edu**](mailto:drdaskacounselor@santarosa.edu)is a great resource for currently active DRD students with education planning questions. (DRD Counselors should not be meeting with non-DRD active students.)

**DRD Faculty Roles: \*\***In addition to specialty roles, all Specialists have a “generalist” caseload as well.\*\*

* Kim Starke – *Dean*
* Ashley Arnold – *Department Chair*, Mental Health, Petaluma
* Ali Matheson – Associate, Deaf and Hard of Hearing, Transition to College Co-Coordinator
* Amy LaCasse – Learning Disabilities, Petaluma (on Sabbatical fall 2024)
* Andrea Alexander –Autism/ ADHD, C2C Program, EOPS
* Beth Curtin – Associate, C2C
* Beth Gonzalez-Karcs – Associate, C2C, Covering for Amy fall 2024
* Christin Niederberger – Associate, Santa Rosa and Petaluma
* Dan Sousa – Associate, DRD Counselor
* Debbie Ezersky – Deaf and Hard of Hearing, Blind, Intercultural Center
* Hollie Tracy – DRD Counselor, DOR, HAM
* Jocelyn Arild – Mental Health, Rising Scholars/ Second Chance (on Sabbatical fall 2024)
* Kathy Burton – Associate, Assistive Technology/ Vision Impairment
* Kori Behler – Associate, Learning Disabilities
* Laura Aspinall – Autism/ ADHD, C2C Program, Sawubona
* Lindsay Lerro- Associate, C2C Program Coordinator, Veterans
* Margaret Grayson – Mental Health, BCARE, Veterans (currently on leave fall 2024)
* Matt Higgins – Associate, Covering for Jocelyn fall 2024
* Maura Wong-Cooper – Associate, Assistive Technology
* Melissa Bentley – Associate, Mental Health, DRD 368.1 and 368.2 Instructor
* Nancy Chinn – Concussions/ ABI, Athletics
* Sharien Hinton – Learning Disabilities, Transition to College Co-Coordinator, DRD Counselor, Fully remote
* Tara Johnson – Adapted PE