

Good Afternoon,

DSPS is reaching out to you regarding assisting the IVC students with disabilities taking your classes. The majority of our students take face-to-face classes. IVC student's primarily taking Face to Face they may have challenges switching to online. Students with disabilities may experience more challenges. Some of the possible ways to assist our students includes the following:

Providing additional extended time to exams and quizzes would really assist the DSPS students. Example: the usual time is time and half. Increasing this option to double time or 2.5X due to possible internet interruption, or have slow internet connection and /or a disability effects keyboarding speed.

In addition, allowing for reasonable extensions to turn-in assignments due to student's disability and/or online skills. We also have Blind/Low vision and students with print disabilities needing print materials to be converted to audio. They may have a delay in getting their materials converted. Jeremy Wyatt is our Alt Media Specialist. Here is his contact information for questions.

[jeremy.wyatt@imperial.edu](mailto:jeremy.wyatt@imperial.edu)

**760-355-6406**

If developing a Confer Zoom meeting and you have Deaf/HH students that use interpreters, see if there is a way for an interpreter to also link in so they can interpret the meeting. Contact person for information below.

[liisa.mendoza@imperial.edu](mailto:liisa.mendoza@imperial.edu)

**760-902-6250**

We have a few students who will need longer time than is customary due to disability that affects their fine motor skills. Please Allow for a day or extra hours beyond the recommended time to complete the exam. In addition, those who are receiving notetaking services, will continue to receive this service by note taker sending notes via email. Elizabeth Perez will be your contact person for test proctoring. Her contact information is below.

[elizabeth.perez@imperial.edu](mailto:elizabeth.perez@imperial.edu)

**760-355-6312**

**If you have any issues, concerns and questions contact Raquel Garcia or myself at:**

[norma.nava@imperial.edu](mailto:norma.nava@imperial.edu)

**760-355-6314**

[raquel.garcia@imperial.edu](mailto:raquel.garcia@imperial.edu)

**760-355-6316**

**For general questions about DSPS contact:**

[normay.gonzalez@imperial.edu](mailto:normay.gonzalez@imperial.edu)

**760-355-6313**

Thank you,

Norma Nava  
DSPS Coordinator