Navigating and Using the DSS Website

Contents

[Overview](#overview)

[Disability Support Services Website](#dss_website)

* [Applying for Services](#applying_for_services)
* [Assessment for Disability](#assessment_for_disability)

[Using Titanable](#using_titanable)

* [Sending Accommodation Letters](#sending_accommodation_letters)
* [Scheduling an Exam](#scheduling_an_exam)
* [Notetaking Services](#notetaking_services)
* [Cancelling Notetaking Services](#cancelling_notetaking_services)

[Resources](#resources)

* [Forms](#forms)
* [Accessible Textbook/Short Document Request](#accessible_textbook_short_doc_request)

[Scheduling an Appointment](#scheduling_an_appointment)

Overview

In this section, you will learn about the Disability Support Services website. The DSS website has many resources for current and prospective students. Students can also access Titanable, an online web service, where students can send accommodation letters, schedule exams, and use notetaking services.

Disability Support Services Website

The Disability Support Services website (<http://www.fullerton.edu/dss/>) is for current and prospective students as well as staff and faculty to obtain resources and information about the services we offer.

You will use this website frequently to direct students wanting to apply for services, obtain resources, and access Titanable.

## Applying for Services

Students can apply for services on the DSS website.

In order to make the application process faster, ask the student if they have the **Disability Verification Form** or any other supporting documents either on-hand or in a digital format. No photos of documents are accepted.

### **Step One:**

Go to the **Disability Support Services website** at: <http://www.fullerton.edu/dss/>.

### **Step Two:**

Click on the **Prospective Students** tab.

### **Step Three:**

On the left-hand side of the page, click on **Apply for Services.**

### **Step Four:**

On the left-hand side of the page, the student will select the option that best describes their disability.

### **Step Five:**

Complete the **Application for Services**.

Once the student has completed and submitted their application, it can take up to two weeks for the office to contact the student about the application status. If the student qualifies for services, they will receive an email to their student email and/or personal email account.

## Assessment for Disability

If an enrolled (matriculated) student is requesting to be tested for a disability, they can apply through the website. Before starting the application, make sure the student has the necessary documents on-hand or in a digital format.

* An official or unofficial transcript. (check section (hyperlink) for instructions)
* The Confidential Screening Questionnaire. (found on the page in **Step Four**)

### **Step One:**

Go to the **Disability Support Services website** at: <http://www.fullerton.edu/dss/>.

### **Step Two:**

Click on the **Prospective Students** tab.

### **Step Three:**

On the left-hand side of the page, click on **Apply for Services.**

### **Step Four:**

On the left-hand side of the page, the student will select the **Assessment for Disability** option.

### **Step Five:**

Complete the **Application for Services**.

Once the application has been completed, the student will be notified within 1-3 weeks. Students may also be referred to on-campus resources such as Counseling and Psychological Services (CAPS) or other off-campus resources.

Using Titanable

**Titanable** is a web services that DSS students can use to send accommodation letters, schedule exams, and access notetaking services. Students can access Titanable through the DSS website or through the CSUF Portal.

## Sending Accommodation Letters

Once a student obtains their accommodation letter, they will need to send it to their instructor. The accommodation letter is a formal digital document that a counselor provides. The letter details the accommodations that the student is provided. To send a letter of accommodation:

### **Step One:**

Go to the **Titanable** website at: <http://www.fullerton.edu/dss/titanable/>.

### **Step Two:**

On the left-hand side of the page, click on **DSS Student Login**.

### **Step Three:**

Click on **Accommodations**.

### **Step Four:**

A table with the student’s course listing will appear on the page. Navigate to the **Send** button on any of the courses to send the letter of accommodation.

### **Step Five:**

On the next page, the student will be able to review the accommodations available for them. By default, every accommodation should be already checked.

**Check all boxes for the courses that the student is enrolled in.**

### **Step Six:**

**Agree** to the terms and click **Submit**.

The student has now sent their letters of accommodations to their instructors. The students must wait until the instructor has viewed and approved the letter before receiving services for the course.

## Scheduling an Exam

Students registered with DSS may receive extended time on quizzes, midterms, and exams. Depending on a student’s accommodations, they are allowed to take it in either the group testing room or private testing room. Students can book their exams online through Titanable. They may also do so over the phone or at the Front Office. Before scheduling an exam, the student must know that:

● Quizzes, midterms, and exams must be scheduled a minimum of 7 calendar days (1 week) in advance.

● Final exams must be scheduled before a specific deadline each semester.

To schedule an exam:

### **Step One:**

Go to the **Titanable** website at: <http://www.fullerton.edu/dss/titanable/>.

### **Step Two:**

On the left-hand side of the page, click on **DSS Student Login.**

### **Step Three:**

Click on **Exam Booking.**

### **Step Four:**

On the navigation bar, click **Schedule a test, midterm, or quiz.**

If the student is booking a final exam, click **Schedule a final exam**.

### **Step Five:**

Complete the application with the student.

### **Step Six:**

**Submit** the application.

Students can see their scheduled exams by clicking on **My Upcoming Events** on the navigation bar.

## Notetaking Services

The notetaking service is an accommodation provided for many students. Students with this accommodation require a volunteer notetaker. The volunteer notetaker must provide lecture notes to the student. To request notetaking services:

### **Step One:**

Go to the **Titanable** website at: <http://www.fullerton.edu/dss/titanable/>.

### **Step Two:**

On the left-hand side of the page, click on **DSS Student Login.**

### **Step Three:**

Click on **Notetaking Services.**

### **Step Four:**

On the navigation bar, click **Courses / notes.**

### **Step Five:**

A table with the student’s course listing will appear on the page. Navigate to the **I Require a Notetaker** section. Ensure that the **I Requite a Note Taker** section reads **Yes** for each course the student requires a notetaker for.

### **Step Six:**

The student must now wait until a prospective volunteer notetaker uploads sample notes.

### **Step Seven:**

Once the notetaker(s) upload sample notes, the student must review them and select one. Navigate to the **Note taker availability** section and click on the **select a notetaker** button.

### **Step Eight:**

On the next page, a table of notetaker(s) will appear.

The student can view the sample notes by clicking on **Check sample notes**. Once a student has found their preferred notetaker, click on **Choose this notetaker.**

### **Step Nine:**

Once the notetaker has been selected, the notetaker will be notified to begin uploading lecture notes. Once the lecture notes have been uploaded, the student can begin downloading them. To download notes:

1. Go to the **Courses / notes** page.
2. Under the section, **My Lecture Notes**, click the **Notes** link that corresponds to the course you want to download lecture notes for.
3. Uploaded lecture notes will be organized by date. In the **Download** section, click on **View notes** to view and/or save them to your computer.

Cancelling notetaking services

If for any reason the student needs to cancel their notetaking services, they may do so on the Notetaking website.

### **Step One:**

Go to the **Titanable** website at: <http://www.fullerton.edu/dss/titanable/>.

### **Step Two:**

On the left-hand side of the page, click on **DSS Student Login.**

### **Step Three:**

Click on **Notetaking Services.**

### **Step Four:**

On the navigation bar, click **Courses / notes.**

### **Step Five:**

A table with the student’s course listing will appear on the page. Navigate to the **I Require a Notetaker** section. For each course they wish to stop receiving services for, click **change this** so that the section reads **No.**

### **Step Six:**

Confirm the course they no longer wish to receive notetaking services for. Enter a reason in the text box.

Resources

Students can find many resources and information on the DSS website. These resources include the Department of Rehabilitation (DoR) and information about accommodations and services. To find these resources:

### **Step One:**

Go to the **Disability Support Services website** at: <http://www.fullerton.edu/dss/>.

### **Step Two:**

Click on the **Current Students** tab on the top of the page.

### **Step Three:**

On the left-hand side of the page, there will be a list of resources and information for DSS students.

forms

Students can find forms on this page for many services such as accessible format requests and accessible furniture requests. To request for a service:

### **Step One:**

On the left-hand side of the page, click on the appropriate form.

### **Step Two:**

Complete the form.

### **Step Three:**

Send the form to the appropriate e-mail if needed.

accessible textbook/short document request

One of the most common forms for students would be the accessible textbook and short document request. To request for accessible materials:

### Accessible Textbook Request

This form is sent via Google Forms. The student will need to use a Gmail account. Follow these instructions to request for an accessible format for a textbook.

### **Step One:**

Go to the **Disability Support Services website** at: <http://www.fullerton.edu/dss/>.

### **Step Two:**

Click on the **Current Students** tab on the top of the page.

### **Step Three:**

On the left-hand side of the page, there will be a list of resources and information for DSS students.

### **Step Four:**

Click on Accessible Textbook Request Form.

### **Step Five:**

Complete all the fields in the form and click Submit at the bottom of the last page.

### **Step Six:**

A confirmation message will appear and you will be emailed a copy of each form to the email you provided.

An email will be sent when the materials are ready to download on Titanium. To download the materials, review the **section.**

### Accessible Short Document Request

This form is sent via Google Forms. The student will need to use a Gmail account. Follow these instructions to request for an accessible short document such as an article for a class.

### **Step One:**

Go to the **Disability Support Services website** at: <http://www.fullerton.edu/dss/>.

### **Step Two:**

Click on the **Current Students** tab on the top of the page.

### **Step Three:**

On the left-hand side of the page, there will be a list of resources and information for DSS students.

### **Step Four:**

Click on Accessible Short Document Request Form.

### **Step Five:**

Complete all the fields in the form and click Submit at the bottom of the last page.

### **Step Six:**

A confirmation message will appear and you will be emailed a copy of each form to the email you provided.

The attachment must be in a DOC/PDF/JPEG/TXT file.

An email will be sent when the materials are ready to download on Titanium. To download the materials, review the **section.**

Scheduling an Appointment

A student registered with our services can make appointments with their counselors by going to the Front Office or calling them at (657 278-3112) between the hours of 8:00AM and 5:00PM, Mondays through Fridays.

For an appointment, the student will need to bring their CSUF unofficial transcript. A TDA is required as well for undergraduates. Students may have these ready on their laptop or tablet instead of printing them.