



UCC Disability Support *Parent/Guardian Information*



As a parent/guardian of a student with a disability, you have been instrumental in your student getting on well in the education system and in getting in to college. At UCC we are delighted to welcome your student. At UCC's Disability Support (DS) we are committed to empowering students with disabilities and learning differences, who choose to register with us, to achieve their academic and vocational goals in an inclusive learning environment. Part of a student's journey through college is learning to self advocate and at the DS, one of our priorities is to maximize a learner's independence. We acknowledge all you have done to support them this far.

This Parent/Guardian Information will answer some of the questions you may have and outlines the tasks and roles your student will understand as part of their university experience. It explains fully how to register with UCC DS and how the student can engage fully with the supports offered based on their needs assessment. The transition to university is a big step for all students, but particularly for those with additional support requirements. We want to ensure that every student is adequately supported.

Students who engage and participate in supports we offer do well in UCC and we encourage students to avail of the supports we and our colleagues across the college provide.

Registering with UCC Disability Support



When a student registers with UCC they are asked if they want to [register](#) with UCC Disability Support (DS)

If they indicate that they want to register with the DS, they will receive a link to register online and will need to provide medical verification for their condition.

Then they will be scheduled to have a one to one needs assessment with one of our advisors where they will look at the student's strengths, challenges, what supports have been effective in the past and the requirements of their course.

This needs assessment will then determine appropriate supports for that student in their course.

Please click here for more information for students to [register with UCC Disability Support](#)

PLEASE NOTE** Students need to have met with their Advisor and received their needs assessment by the 13th of October in order to avail of exam supports for the December end of semester exams.**

What is a needs assessment?



Once a student has submitted their appropriate verification, they will receive a link to book their Needs Assessment with the relevant advisor. A Needs Assessment is a one-to-one meeting with a Disability Advisor to discuss what their academic needs might be for the duration of their studies. The Needs Assessment takes approximately 30 minutes. During the Needs Assessment, an advisor will ask the student about their past experiences with education and any previous supports they may have received. The advisor will also ask them about what they think you may find difficult in their course so it is important that the student has thought about this before their meeting. For first years, we recommend looking at the book of modules to find out more about what is expected of the student in each module. Based on the conversation they have with the advisor, and the documentation that they have provided, the advisor will recommend a set of supports for the student. The student is emailed a copy of their Learning Educational Needs Summary (LENS) document detailing the reasonable accommodations to be implemented for their own records. **It is important that the student connects with their advisor throughout the year if they are encountering any difficulty due to their disability/learning difficulty so that their supports can be reviewed and adapted.**

Communications with parents



Support your Student

Again, as a parent/guardian of a student with a disability, you have been instrumental in your student getting on well in the education system and in getting in to UCC. Now, in an adult learning environment, we in UCC share your goal of promoting your student's growth and success. It is our hope that every student flourishes at college, and leaves us, at the end of their degree, as an educated, independent, self-confident adult.

Be confident in our expertise UCC Disability Support has a very long history and has developed student services to meet the needs of a diverse student body. Parents can support students by:

- acknowledging that getting to grips with university, academically and socially, takes time.
- encouraging students to check their UCC email daily and read and reply to important emails.
- encouraging students to check their [Canvas account](#) where most departments share notifications, teaching and learning materials. *(Some departments may use other platforms such as Google Classroom. Check with the department on this.)*
- encouraging your student to talk with tutors in their departments and the Student's Union.
- encourage them to connect with their disability advisor on issues relating to their disability/learning difficulty in college.

Self advocacy is a skill that needs to be developed and feeling confident about using internal and external resources is an important developmental goal for the university years.

Parent/Guardians Communication

The DS is aware that parents or guardians may have questions or concerns that they may wish to discuss with staff. However, Data Protection legislation requires UCC to establish a policy with regard to any discussion between members of staff in the Disability Service and parents / guardians, in relation to individual students and their progress through UCC. All students are encouraged to take responsibility for their own learning, and the DS is required to have due regard for its legal obligations to protect the confidentiality of its relationship with the student.

GDPR

Due to General Data Protection Regulations (GDPR), information about your student's disability and their support requirements/arrangements will not be shared or discussed with parents/guardians without written consent. Please note that even if such consent is provided to share or discuss, parents cannot act, or request changes, on the student's behalf and that they retain responsibility for engaging with the Disability Support.

UCC DS Employability Programme



Please click here to view information on the [Employability Programme](#).

DS Career Mentoring Programme

The DS Career Mentoring Programme matched students with a disability with mentors in industry. The focus is on professional skills development and sharing career insights. One-on-one meetings between mentors and mentees take place both online and on-site within the company at least once a month throughout the academic year. The programme runs from October to early April, and typically involves 12-16 hours total time commitment. Please view this [video on the Career Mentoring Programme](#)

DS Summer Internship Programme

Invites employers to make paid summer internships available to students with a disability. Internships are 3 months in duration and are undertaken over the summer months from mid-May to late August/early September each year. The programme provides students with a disability with great opportunities to gain valuable work experience. Students make applications on a competitive basis. Please view this [video on the Summer Internship Programme](#)

DS Graduate Hire Programme

Through this programme, the EmployAbility team invites our partner employers to come through the Disability Support office to recruit a student/graduate with a disability into a graduate role. The DS Graduate Hire Programme aims to address the challenge that some DS UCC graduates have around successfully transitioning from college to the work place. Please view this [video on the Graduate Hire Programme](#)

Other mainstream support in UCC



UCC's mainstream supports that are available to all UCC students:

- **Immersive Reader in Office 365** that will read your typed/dictated work aloud to you. It is also useful for “proof listening” to your written work to help you identify areas you would like to change/edit/improve. . [Video showing how to use Immersive Reader in Office 365](#) Immersive Reader is also available in Canvas, UCC's virtual learning environment [Video showing how to access and use Immersive Reader in Canvas](#)
- **Dictate in Office 365** This will type what you say to the computer [Video showing how to use Dictate speech-to-text tool in Office 365](#)
- UCC's Library provides a service called [SensusAccess](#). SensusAccess is an automated document conversion service that allows you to convert your readings into formats that are more useful for you or easier to work with such as MP3 Files, Word files and E-Books. [Video showing how to use SensusAccess](#)
- [The Skills Centre](#) provides a dedicated, responsive and active learning space for the enhancement of study skills and is committed to further contributing to a positive and successful student experience here in UCC. The Skills Centre enhances the student experience through the provision of customised workshops and sessions. These sessions will help develop

and enhance students' skills. We offer a free and friendly place for all UCC students to improve their study skills, writing technique and presentation skills.

The student services staff are here to help and support you on your journey through college. You can get full details of what each of these services can do for you, as well as how and where to access their services by using the links below:

- [Accommodation and community life](#)
- [Admissions](#)
- [Autism&Uni Toolkit](#)
- [Budgeting advice service](#)
- [Careers service](#)
- [Chaplaincy](#)
- [Creche](#)
- [Student records and exams office](#)
- [Fees Office](#)
- [First Year Experience Coordinator](#)
- [Graduate studies](#)
- [International education office](#)
- [Library](#)
- [Mature students office](#)
- [Registration](#)
- [Sports and recreation](#)
- [Student advisor and ombudsman](#)
- [Student centre](#)
- [Student counselling and development](#)
- [Student Experience Office](#)
- [Student health](#)
- [Student IT Services](#)
- [Students union](#)
- [Technology to Make Learning Easier Resource](#)
- [UCC Plus+ programme](#)