



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 into 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 assessment of needs. 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.

Registering with UCC Disability Support



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

Registration Process with Disability Services (DS)

Students who wish to register with DS will receive a link to complete the online registration. As part of this process, they must:

1. **Provide medical verification** of their condition
2. **Complete a self-screening tool**, which allows them to select the supports they require from DS

From there, the process branches based on their needs:

- **Desk-based needs assessment:** If students are satisfied with the supports they've selected through the self-screening tool, their application proceeds to a desk-based review.
- **One-to-one needs assessment:** If students require additional supports not available through the self-screening tool, they can opt for a meeting with a DS advisor. During this session, the advisor will explore:
 - The student's strengths and challenges
 - Supports that have been effective in the past
 - The specific requirements of their course of study

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 either progressed fully through the desk-based needs assessment or met with their Advisor and received their needs assessment by the Mid- October in Semester 1, and by end of February in Semester 2 in order to avail of exam supports in their end of semester exams.**

What is a needs assessment?



If a student selects to meet an Advisor for a one-to-one Needs Assessment, then an advisor will make contact with their booking links, and the student can choose a time that suits them.

What is a one-to-one Needs Assessment? A Needs Assessment is a 30-minute, one-to-one meeting with a Disability Advisor to discuss your academic needs for the duration of your studies.

During the Meeting, the Advisor Will:

- Ask about the students past educational experiences
- Discuss any previous supports the student received
- Explore what students anticipate finding challenging in your course

How to Prepare: It's important to reflect on potential difficulties before the meeting. First-year students are recommended to review the book of modules to understand expectations for each module.

Outcome: Based on the conversation and the documentation provided, the advisor will recommend a tailored set of supports for the student.

A Desk Based Needs Assessment

A desk-based needs assessment is a review process where Disability Services (DS) compares the supports a student has requested against their submitted medical verification. This ensures that:

- The student has selected appropriate supports for their condition
- The recommended supports align with the documented medical needs

All students (regardless of which registration route they have opted for) will be assigned an Advisor and 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

As a parent or guardian of a student with a disability, you have played an instrumental role in helping your student succeed in the education system and gain admission to UCC.

Now, as your student enters an adult learning environment, UCC shares your goal of promoting their growth and success. We believe every student should flourish at college and, by the end of their degree, emerge as an educated, independent, and 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.

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](#)