

## Santa Rosa Junior College Transition to College 2017 Timeline

### Fall 2016

- **Apply to Santa Rosa Junior College**
  - Complete your application online at [www.santarosa.edu/apply/](http://www.santarosa.edu/apply/). You will need to apply for **FALL 2017 as a high school graduate**. Please see attached for step by step instructions.
  - After you submit your application, you will receive an email with your 9-digit SRJC Student Identification Number (SID). Write that down here: 8 \_\_\_ - \_\_\_ - \_\_\_

### December 2016

- **Submit Intake forms to Disability Resources Department (DRD) by Friday, December 9<sup>th</sup> at Noon**
  - In order to access services through DRD, you need to submit a Request for Services, Disability Verification documentation and a Release of Information.
  - Forms can be downloaded at [drd.santarosa.edu/Transition-College](http://drd.santarosa.edu/Transition-College).

### February 2017

- **Attend Transition to College (TC) Information Night**
  - **Attend TC Information Night on 2/8/2017** (Event locations on the back). During this meeting we will discuss services available through Disability Resources (DRD), how to become eligible for services, placement requirements and general college information.
  - If you cannot attend in person on either campus, you can complete an online orientation through your student portal.

### February and March 2017

- **Placement Tests**
  - New students must complete placement tests to earn priority registration.
  - At TC Information Night you will receive your dates for placement with extra time.
  - Study guides are available at <http://assessment.santarosa.edu>

### June 2017

- **Attend a TC Workshop**
  - After completing the steps above, you will be scheduled for a TC workshop in June. At this workshop you will review placement results, plan your fall schedule and customize your education plan.
  - Specific dates to be scheduled in spring.



Santa Rosa Junior College, Petaluma Campus — 680 Sonoma Mountain Parkway

**Petaluma Campus**

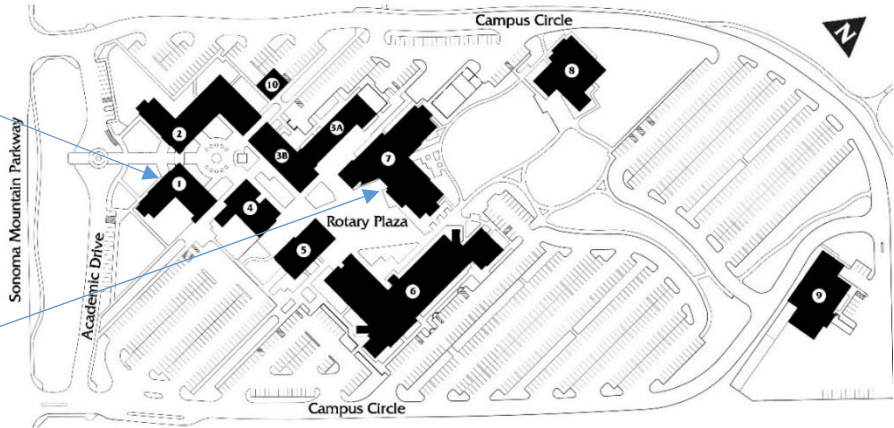
Disability Resources Office

101 Jacobs Hall

Packets Due: December 9<sup>th</sup>

**Information Night 2/8/2017**

Library Reading Room



- |  |                                |
|--|--------------------------------|
| 1 100 John M. Jacobs Hall              | 6 600 Richard W. Call Building |
| 2 200 Kathleen Doyle Hall              | 7 700 Herold Mahoney Library   |
| 3A 300 E Wing (Art & Science)          | 8 800 Physical Fitness Center  |
| 3B Carole L. Ellis Auditorium          | 9 900 Maintenance Compound     |
| 4 400 East Hall – Courtyard Café       | 10 1101 Capri Creek Classroom  |
| 5 500 Mike Smith Hall – SRJC Bookstore |                                |

Parking Permits Are Required  
7 Days a week / 24 hours a day  
Daily Permits \$4.00  
Permit Machines in all Campus Lots  
7/2009



**Santa Rosa Campus**

Disability Resources

Third Floor Bertolini Building

Packets due: December 9<sup>th</sup>

**Information Night 2/8/2017**

Student Activities Center,  
Bertolini Building



**SANTA ROSA JUNIOR COLLEGE**

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics—and application for District employment.



## SRJC Transition to College 2017 Online Application Instructions

Welcome! In order to participate in Transition to College 2017, you will need to submit an application to Santa Rosa Junior College for the **Fall 2017 semester**. Follow these instructions to submit your application:

- Log on to [www.santarosa.edu/apply/](http://www.santarosa.edu/apply/).
- Then select **“New or Returning Student”** (**DO NOT** select “high school concurrent enrollment student”).
- Click on “OpenCCC Begin online application”.
- You will need to create a User ID and password with Open CCC. These are important and you will need them so please write them down here:

Username \_\_\_\_\_ Password: \_\_\_\_\_

Security Q 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Select **“Start a New Application”** and Choose **“FALL 2017”** as the semester (even if you have submitted applications previously).

### Please pay special attention to the following areas:

- **Enrollment Information:** Choose **Fall 2017 semester** (as part of Transition to College).
  - In the **Education** Section choose **“high school graduate”** (Indicate high school graduate because you will have graduated before 8/20/2017).
  - In the **Citizenship/Military** section: If you are not sure about your parent’s military status, confirm with them before completing this section to be sure you answer correctly.
  - In the **Residency** section: Please read these questions carefully. If you are classified as an out of state student, you will be charged \$184 per unit instead of \$46.
  - If you already have an SRJC Student ID#, enter it when prompted at the end of the application.
- There are 12 sections to your application. Please be sure that all the information is **complete and correct** because you will not be able to make changes once you submit it. Submit your application once everything is entered correctly.
  - Look for 3 emails after submitting the application. Information in these include: confirmation of application, SID (student ID number), and how to set up a student portal. Please check your junk mail if you do not receive these soon after submitting your application. The information is important and you will need it to proceed. Copy your SID below for future reference:

Student ID #: 8 \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you have any questions about completing your application, please contact your teacher or WorkAbility staff for assistance. You can also contact Andrea at SRJC at 707-527-4826.

We look forward to meeting you!



**For Office Use Only:**  Pending  Review  LD Screen  APE  C2C  CONC  DRD  TC

## Disability Resources Department (DRD) Request for Services

**Step 1:** Complete SRJC application online at [www.santarosa.edu/apply](http://www.santarosa.edu/apply), if not currently enrolled.

**Step 2:** Complete and return the Request for Services, Student Questionnaire, Release of Authorization, Medical and/or Learning Disability verification to DRD.

**Step 3:** When all forms are completed and returned to DRD, our office will contact you. Eligible students will be assigned a Disability Specialist and scheduled for a one hour intake appointment.

**New Student Drop-in (optional):**

- Students who have questions or need assistance applying for services through the Disability Resources Department (DRD), may attend a brief meeting with a DRD Specialist during Drop-in. Students will be seen on a first-come, first-serve basis.
- If you have medical verification of your disability and/or an IEP, please bring a copy with you and check in at the DRD reception desk during Drop-in hours.

### Contact Information

Today's Date (mm/dd/yyyy)	Date of Birth (mm/dd/yyyy)	SRJC Student ID #		
Student's Last Name		First Name		Middle Initial
Street Address		City	State	Zip
Cell Phone (include area code)	Alternate Phone (include area code)	Email Address		

### Other Agency Services

*Do you receive services from any other program(s)?*

Dept. of Rehabilitation Counselor's Name:




North Bay Regional Center Client Program Coordinator's (CPC) Name:

CalWorks Program      Name of High School:

### Permission to Contact

I give permission to the staff of the Disability Resources Department at Santa Rosa Junior College (SRJC) to contact me and leave messages identifying themselves, SRJC, and the Disability Resources Department regarding appointments and business with the department by telephone, U.S. mail and/or email (check all that apply).

\*\*This permission will remain in effect until—list the date you think you will be enrolled until. If date is left blank, then this permission will be effective for four (4) years from date on form.

-  **Phone** at numbers I provided to SRJC  
  **Mail** at the address I provided to SRJC  
  **E-mail** at the address I provided to SRJC

Permission will remain in effect until (mm/dd/yyyy)\*\*

Student's Signature

### Disability Verification

Please check all that apply:

<input type="checkbox"/> Acquired Brain Injury <input type="checkbox"/> Concussion	<input type="checkbox"/> Low Vision / Blind	<b>Learning Disability (LD)</b>
<input type="checkbox"/> ADD, ADHD	<input type="checkbox"/> Physical / Mobility	<input type="checkbox"/> I have a verified learning disability and can provide testing reports.
<input type="checkbox"/> Asperger's Syndrome, Autism, Nonverbal Learning Disability	<input type="checkbox"/> Psychological (e.g., PTSD, Depression, etc.)	<input type="checkbox"/> I wish to be tested for eligibility for learning disability services.
<input type="checkbox"/> Deaf / Hard of Hearing	<input type="checkbox"/> Other Health Conditions (e.g., Cancer, AIDS, Diabetes)	<input type="checkbox"/> In high school, I received LD services through Special Education.
<input type="checkbox"/> Intellectual Disability		

### Available Services

**I am requesting** (please check all that apply):

<input type="checkbox"/> Accessible Furniture	<input type="checkbox"/> Mobility Class Assistant	<input type="checkbox"/> Testing Accommodations
<input type="checkbox"/> Adapted Physical Education	<input type="checkbox"/> Note-taking	<input type="checkbox"/> Disability Management Education
<input type="checkbox"/> Assistive Technology	<input type="checkbox"/> Sign Language Interpreting and Real-Time Captioning	<input type="checkbox"/> Other
<input type="checkbox"/> Alternate Media / E-text		

**Please Note:** SRJC does *not* provide personal assistants.

### Student Responsibilities

- I will provide SRJC's Disability Resources Department with the documentation and/or forms (medical, educational, etc.) necessary to verify my disability.
- I will meet with a Disability Specialist to complete an Academic Accommodation Plan and will meet at least annually to update that contract.
- I will use the Disability Resources Department services in a responsible manner.
- I will comply with the Student Code of Conduct adopted by SRJC.

*I hereby request services from SRJC's DSP&S program. I have read the Student Responsibilities and agree to participate. I understand there are Grievance Procedures, posted on the college Website, which I can follow should I disagree with decisions about my disability related services.*

Student's Signature	Date
DSP&S Specialist's Signature:	Date



**Santa Rosa Campus**  
 1501 Mendocino Avenue  
 Santa Rosa, CA 95401-4395  
 Bertolini Student Center 3<sup>rd</sup> Floor  
 Tel: (707) 527-4278  
 E-mail: [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)

**Petaluma Campus**  
 680 Sonoma Mountain Pkwy  
 Petaluma, CA 94954-2522  
 Jacobs Hall, Room 101  
 Tel: (707) 778-2491  
 E-mail: [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)

drd.santarosa.edu

## Authorization to Release Information to SRJC

<b>To:</b>	Name of Releasing Agency/Provider (School, MD, etc.)
	Contact /Title
	Telephone (include area code)

### Medical Disability Eligibility:

Complete the medical verification form and/or provide verification of the student's disability(ies) and limitations such as an IEP, 504 plan or medical report.

### Learning Disability Eligibility:

Provide all LD documents verifying the student's disability and limitations in order for the student to receive accommodations and support services at Santa Rosa Junior College. Such as:

- Most recent IEP
- Most recent Psychological Evaluation
- Learning Disability Assessment Summary or Report
- Other Disability Documentation

**Notice:** Under state law, all information you supply to Santa Rosa Junior College is maintained in student records that are subject to inspection by the named student. A photocopy of this signed form is as valid as the original.

- Santa Rosa Campus**  
1501 Mendocino Avenue  
Bertolini Student Center, 3<sup>rd</sup> Fl.  
Santa Rosa, CA 95401-4395  
Tel: (707) 527-4278  
E-mail: [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)
- Petaluma Campus**  
680 Sonoma Mountain Pkwy  
Jacobs Hall, Room 101  
Petaluma, CA 94954-2522  
Tel: (707) 778-2491  
E-mail: [disabilityinfo@santarosa.edu](mailto:disabilityinfo@santarosa.edu)

#### To be completed by student

Student's Last Name	First	Middle Initial
Other Name Used	SRJC Student ID# ____ - ____ - ____	

- I have provided the Santa Rosa Junior College Disability Resources Department (DRD) with copies of school and/or medical records containing information regarding my disability in order to receive disability support services at Santa Rosa Junior College.
- I authorize any appropriate person and/or agency/institution listed above to release/disclose to Santa Rosa Junior College Disability Resources Department (DRD), information pertaining to my disability, diagnosis, history and/or treatment. Such records may include but are not limited to:
  - a. Completion of the SRJC Disability Resources Medical Disability Verification form and/or
  - b. Assessments/evaluations, medical/psychiatric/treatment records, school records, and/or case notes.

Student's Signature	Date
Signature of Parent/Guardian if student is under 18	Date

**ACADEMIC ACCOMMODATION PLAN (AAP)**

**Student Name:**

**SID#:**

**Date:** 10/12/2016

**Educational Limitation(s):**

- Testing in a traditional manner/time/location

**Accommodations & Services authorized for this student:**

- Disability management/advising
- Priority registration (service)
- Extended testing time:

Disability Specialist: \_\_\_\_\_

Student Acknowledgement of Discussion: \_\_\_\_\_