

How to Apply Online for DSPS Services

What is DSPS? DSPS is responsible for arranging reasonable support services for students with a documented disability, such as, but not limited to: Medical, Physical, Psychological, Attention Deficit Hyperactivity Disorder (ADHD) and Learning Disabilities (LD).

1. Obtain Disability Documentation (Translated to English)

Disability documentation is generally a diagnostic statement, made by a qualified professional that identifies the nature of the condition and the resulting functional limitations. Examples include school testing and documents that identify disability and accommodations.

Disability documentation must be translated to English by your school, your agency or a certified translator.

2. Apply Online to DSPS

- A. Log in to your SBCC Student Pipeline Account
- B. Select the **'Student'** tab
- C. Select **'StudentResources'**
- D. Locate and Select **'DSPS Online Services Student Portal'**
- E. Complete and submit **'DSPS Application.'** There is an option to upload your disability documentation directly with the application.

If you are unable to obtain disability documentation, skip steps 3 & 4 below and call the DSPS office to request an Inquiry Appointment. If you requested a Learning Disabilities Assessment in your application, there is no need to call our office. An LD Specialist will contact you via your Pipeline email to schedule your first appointment.

3. Submit Disability Documentation

- 1) Upload your documentation to your DSPS Application in Step 2, or
- 2) A translated hard copy may also be provided at the time of your DSPS appointment

4. Attend an Intake Appointment Meeting

Once you have submitted your documentation you may call DSPS at **805-730-4164** or email dspshelp@sbcc.edu to schedule an intake appointment.
