

[STUDENT SUPPORT](#)

Disability Resources



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Center for Students with Disabilities/DSPS

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Center for Students with Disabilities

The mission of the Center for Students with Disability (CSD; also known as DSPS) ensures that students with disabilities have equal access to all programs and activities on campus. Our goal is to encourage and promote independence in students so they may achieve their full potential. We continuously strive to provide the highest quality programs and services to our students with disabilities. In this effort, we offer a whole array of services to support our students' success in their classes and other campus programs and activities. These services include, but are not limited to, academic and personal counseling, support classes, assistive technologies, learning disability and acquired brain injury assessments, alternate media, interpreting and captioning, testing accommodations, and note-taking.

Students: Everything you need to know about participating in the Center for Students with Disabilities Program can be found in the [CSD Handbook pages](#).

Location: Student Services Center, 1st floor; Main campus - 1900 Pico Blvd, Santa Monica, CA 90405

Spring/Fall Hours

Monday-Thursday

- **Office:** 8 a.m. - 6 p.m.
- **Counseling:** 8:30 a.m. - 5 p.m.

Friday

- **Office:** 8 a.m. - 3 p.m.
- **Counseling:** 8:30 a.m. - 2:30 p.m.

Winter/Summer Hours

Monday-Thursday

- **Office:** 8 a.m. - 4 p.m.
- **Counseling:** 9 a.m. - 3 p.m.

Friday

- **Office:** 8 a.m. - 1 p.m.
- **Counseling:** 8:30 a.m. - 1 p.m.

Contact

- **Main Office:** 310-434-4265 or dsp@smc.edu
- **Learning Disability:** 310-434-4684 or LD@smc.edu
- **High Tech Training Center:** 310-434-4267 or httc@smc.edu
- **Acquired Brain Injury:** 310-434-4442 or Lewis_stephanie@smc.edu or dsp@smc.edu
- **Deaf and Hard of Hearing:** Text at 818-570-3813 or Henninger_denise@smc.edu or dsp@smc.edu

Online Services

Although the Center for Students with Disabilities is closed for in person contact until further notice, our office is continuing to provide services to our students.

Here is how you can reach us:

1. Call **310-434-4265**
2. Email dsp@smc.edu
3. If you know your counselor or LD/ABI/HTTC Specialists, please directly contact them via email (Last_first_name@smc.edu) or by phone. You can find contact information at the [SMC Disability Faculty Staff Directory](#)
4. If you have questions regarding Deaf/Hard of Hearing services or need to request an interpreter or captioner, contact Henninger_Denise@smc.edu or by text at 818-570-3813

In Person Services (On Ground Test Proctoring only)

- Due to the current surge of positive cases of Covid-19 Omicron Variant, in person counseling services have been cancelled until further notice.

- In person test proctoring will continue to be available to accommodate the on ground classes, as needed. See below "Testing Accommodations" for more information.

Please note, anyone who requests in person services will be required to adhere to the SMC COVID-19 protocols and will be screened at the kiosk located in front of the Student Services Center. A daily symptoms checklist, social distancing, masks coverings, proof of vaccination or exemptions with negative testing are required for in person services. We recommend you to arrive at least 10-15 minutes prior to your appointment and be sure to bring a picture ID with you. For more information go to [SMC Vaccine Frequently Asked Questions](#) and [How To Provide Proof of Vaccination](#).

Request Services

1. Make an appointment with a counselor by emailing at dsp@smc.edu or by calling 310-434-4265
2. Complete and return the [Center for Students with Disabilities application form](#)
3. Read, sign, date, and return the [Students Rights & Responsibilities Form](#)
4. Voter Preference Form for student review or signature [Voter Preference Form](#) (optional)
5. Submit your verification of disability document at dsp@smc.edu or directly to the counselor with whom you will have an appointment.

*Please note our fax will not be operational during fall session. Do not fax any documents.

Counseling Services

You will be able to schedule a counseling appointment and "meet" with your counselor except it will be done remotely either by phone or video online. You may schedule an appointment either by:

1. Call **310-434-4265** (for new & continuing students)
2. Email dsp@smc.edu (for new & continuing students)
3. **Online via Corsair Connect – (for continuing students only):**
 - Corsair Connect – "SMC Quick Links" (left side) – Book a Counseling Appointment –
 - Pick your drop-down options (Program/Area , Counselor, Day of Week, Start Time, End Time) – Submit
 - Be sure to update your personal information such as the best phone number to reach you and make sure you set up an SMC email account if you have not already done so. You may update your information at smc.edu/stayconnected
4. Your counseling session takes place either by phone or video online via Zoom. At the time of your scheduled appointment, your counselor will call you and if Zoom is your preferred mode of communication, a Zoom invite will be sent to you via your SMC email by the counselor. see below instructions.
 - Please be sure to check your SMC email because your counselor will email a link inviting you to join the scheduled meeting that will look like this: "Join from PC, Mac, Linux, iOS or Android: (your counselor's link here)"
 - **Click** on the link in the email. The session will automatically open. It may ask to use the App or Internet – choose open with App

Testing Accommodations

Visit [Testing Accommodations for Students](#).

Note-Taking Services

Note-taking services must be requested **every term for every class in a timely manner** with your counselor or LD/ABI Specialist. If approved, you will receive this service if your classes have a lecture via Zoom or audio pre-recorded lecture. The note-taker will directly email you the notes and provide a copy to Carla Alvarado, DSPS Specialist. If you have any questions concerning your approved place, contact Carla at Alvarado_carla@smc.edu or at dsp@smc.edu or call her at 310-434-4265.

High Tech Training Center (HTTC)/Alt Media

For assistive technology accommodations, contact:

- Elena Throckmorton: 310-434-4267, throckmorton_elena@smc.edu
- Lisa Courto: 310-434-4267, courto_lisa@smc.edu
- Julie Gothold: 310-434-4267, gothold_julia@smc.edu

If you have been receiving Alternate Media, contact Aaron French: 310-434 -8934, french_aaron@smc.edu.

Deaf and Hard of Hearing Services (DHH)

Interpreting or captioning services must be requested every term for each class with your counselor. If you have questions, please contact Denise Henninger: Henninger_Denise@smc.edu or text her at 818-570-3813.

Learning Disability

If you have any questions related to the Learning Disability Program, please call 310-434-4684 or email LD@smc.edu and a staff will respond to you in a timely manner.

Acquired Brain Injury (ABI)

If you have any questions related to the Acquired Brain Injury Program, please contact Stephanie Lewis at 310-434-4442 or email Lewis_stephanie@smc.edu or call the main office at 310-434-4265 or email dsp@smc.edu

[Center for Students with Disabilities application form](#)