Getting to know Trinity College Disability Service Staff and Supports
Welcome!
Outline of the Afternoon:

- 1.45 – 2.45 DS supports, things to know about JF / Trinity
- 2.45 – 3.00 Student ambassadors
- 3.00 – 3.30 Tea and coffee
- 3.30 – 4.30 Q and A parents
  Student tour with ambassadors
Pre-entry, admission and the first year experience.

Building and maintaining a college career.

Progressing through College to employment.
What supports are there in College?
Services & Supports for students

Disability Service

Parent/Guardians

Unilink

Counselling Service

College Health Centre

Tutor

Student Union

Peer Mentor
In this section of the website you will find essential information on how to register with the Disability Service and all the information you will need to have before making an appointment.

There is also information explaining reasonable accommodations and pages on how we communicate with parents.

Finally we have put together a Student Information handbook with comprehensive information on our service and getting to grips with college life.

[Click on this link to download this booklet.]
Who works in the Disability Service?
The service employs nine full-time staff, three part-time staff and over sixty casual educational support workers, who provide direct support to over four hundred students with disabilities, these include:

- **3 Disability Officers for students:**
  - Declan Reilly (Room 2054), Alison Doyle (Room 3029), Andrew Costello (ATIC)

- **1 Disability Officer for students/staff** – Declan Treanor

- **1 Assistive Technology Officer** – Andrew Costello (ATIC)

- **2 Admin staff** – Jennifer Maxwell, Carol Barry (Room 2054)
• Occupational Therapists – Unilink Service
  – Claire Gleeson
  – Kieran Lewis
  – Susan Madigan
  – Fiona Gilmore
  – Tracey Kilpatrick
  – Charlotte O'Connor

• Offices in Room 2032, Room 2032A, Room 2053
Who is registered with the Disability Service?
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What supports can the Disability Service provide?
Disability Service

Supports and Resources

On this webpage you will find essential information on what resources and services are available for prospective and current students.

Disability Service may put in place a range of support services (see right) to ensure that students with disabilities have full access to the same facilities for study and recreation as the rest of the University community.

- Academic Support
- ASD Support Service
- Assistive Technology
- Communicating with your School
- Deaf Supports in 3rd Level
- Dyslexia screening
- Educational Support Work
- Exam Accommodations
- Free web resources
- ISL and captioning provision 2012-2015
- Library Supports
- Professional Placement Planning
- Respite space
- Unlink Service

Other Student Services

The University provides a wide range of student facilities including a health service, counselling services, accommodation, careers advice, and study skills workshops etc.

These services are freely available to all students, as is the College's unique tutorial support service. Please see the Student Services Website for more information on college services.
Services

- Full needs assessment for all students with disabilities;
- Disclosure to School in which student is studying;
- Reasonable accommodations such as human supports, technology, OT & equipment put in place;
- Examination accommodations arranged;
- Assistive Technology support if needed;
- Educational support workers;
- Ergonomic assessment
Needs Assessment Meeting

- Meet with a Disability Officer
- Sign Code of Practice
- Explore needs within college
- Reasonable Accommodations discussed
- Agree Learning Education Needs Summary (LENS)
**Declaration of understanding of Code of Practice and consent to release information**

I request additional supports from Trinity College Dublin Disability Service. The Disability Service will ensure that personal data will only be used to facilitate the required levels of reasonable accommodations and supports. I consent to the Disability Service to add information relating to the nature of my disability and academic and support requirements to my student record at my.tcd.ie. I consent to the Disability Service contacting the following areas in College in order to arrange reasonable accommodations: Please tick.

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<thead>
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<th>Type of Disclosure</th>
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<td>Learning Education Needs Summary</td>
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<td>Learning Education Needs Summary</td>
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<td>Name, student number and exam codes</td>
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<td>Learning Education Needs Summary</td>
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<td>Application with evidence of disability</td>
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<td>Print Credit Supplier</td>
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I understand that my personal details and documentation will be retained as electronic files for the duration of my time as a student in College. I understand that official College communication is via student email and will check this regularly and respond accordingly.

**Non-disclosure of information:** Please note that if you have ticked ‘No’ in any of the above boxes, you may not be able to receive those reasonable accommodations that require disclosure of information.

**Feedback and research:** The contribution of students who use the Disability Service is vital so that the service can develop in response to evidence based research. By registering with the Disability Service, I understand that I will be asked to participate in surveys or other forms of research but that my non-participation will not in any way prejudice the supports or accommodations I may be entitled to.

Student Name: (BLOCK CAPITALS)

Student Number:

Signed: _________________________ Date: __________________

Witnessed by: _________________________

Code of Practice (version 13) revised March 2013, forwarded to Student Services Committee May 2013 for agreement.
Learning Educational Needs Summary (LENS) List for School of Nursing and Midwifery
Academic Year 2011 - 2012

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</table>
Learning Educational Needs Summary (LENS)

To: College Tutor, School Administrator, Academic Liaison Officer, Allocations Officer

Name: John Doe  
Student No: 123456  
Course: Nursing  
Disability: Developmental Co-ordination Disorder (DCD)

Background Information

John has Developmental Co-ordination Disorder (also known as Dyspraxia) which is a lifelong neurological condition. John was diagnosed in the early years of secondary school. John has difficulties with speed and formation of handwriting. John has been referred to the Unilink Service for assistance with time management and organisation, and will complete the TTRS touch typing course. Some flexibility on deadlines may also be required. John has been advised to contact the Nursing Practice Development Co-ordinator to discuss reasonable accommodations that may be required on placement.


Disability Service Interventions

<table>
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<th>Specialist dyslexia tuition</th>
<th>Longer library loans</th>
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<tbody>
<tr>
<td>Proofreading assistance</td>
<td>Subject specific tuition</td>
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<td>Use of AT rooms in library</td>
<td>Photocopy cards</td>
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Examination Accommodations

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<th>10 minutes extra per hour</th>
<th>Low distraction venue</th>
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<tr>
<td>Use of Computer</td>
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</table>

Where possible the extra time should also be given in departmental exams

Requested Adaptations to Teaching and Learning Situations

<table>
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<tr>
<th>Allow student to record lectures</th>
<th>Provide lecture notes in advance</th>
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</thead>
<tbody>
<tr>
<td>Do not disclose to other students</td>
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</table>

Check inclusive curriculum guidelines [http://www.tcd.ie/CAPS/LTC/guidelines](http://www.tcd.ie/CAPS/LTC/guidelines)


Alison Doyle  
Disability Service  
Tel: (01) 896 3111  
Email: a.doyle@tcd.ie
Reasonable accommodations

- Allow additional time to develop practical skills
- Provide accessible locations
- Allow student to record lectures
- Provide annotated reading lists
- Allow an assistant to attend lectures or labs
- Provide enlarged hand-outs & exam papers
- Encourage appropriate seating
- Provide feedback on continuous assessments
- Provide lecture notes in advance
- Flexibility on deadlines as appropriate
- Repeat questions asked before answering
- Maintain confidentiality
- Where possible, prioritise reading lists
- Exam accommodations
Who can help with study skills and essays for college?
How to Login to my.tcd.ie

New Entrants who have not yet completed online registration:
If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please login using the username and password recently communicated to you via email.

Students who have completed their studies at Trinity College, or Students who are off books (no assessment) and cannot log into my.tcd.ie
Please click on the 'Forgot your password?' link above and follow the on-screen instructions.

Staff members, Continuing Students, and New Entrants who have completed online registration:
Please use your College username and network login password to access my.tcd.ie.

Staff members who are also students:
If you are a College staff member as well as a student (new entrant or continuing) please login using your staff username and network login password.

To login to Blackboard Learn, please click on my.module.tcd.ie
Welcome to Blackboard at Trinity College Dublin

To login to Blackboard please select from the following options:

- TCD student & staff login
- Non-TCD user login

Getting Help With Blackboard Learn

General Information on Blackboard
Staff Information Blackboard
Student Information Blackboard
Student Learning Development

Student Learning Development offers advice, resources, individual consultations, workshops and much more to help you improve your academic performance and reach your potential.

It can be a challenging experience coming to a university for the first time. The skills you need are different to those you used in second level education and may be different even to skills you developed in first level education.

This module has been designed by the Student Learning Development Team to provide you with a range of academic resources to help you with your studies. Take time to go through the future. These skills will also help you as you move from university into the post-university phase of your life.

Browse the topics below or in the left hand menu and if you can’t find what you need, please contact us at student.learning@tcd.ie.
Drop-In Service

Find out how to improve your results and become a better student.

Drop-in
Our Study Skills Drop-in is run by a very experienced Trinity lecturer; Dr. Alan Tuffery (Physiology) who provides study skills advice including help with the following: They provide study skills advice including help with the following:
- Planning & writing your essays
- Preparing and delivering better exam answers
- Writing your thesis or dissertation
- Managing your time
- Note-taking

What to expect
A drop-in normally lasts 10-15 minutes. In this time, you will be able to discuss your needs and receive advice, resources and make an individual appointment if necessary.

When & Where
This service is free and confidential and is available during term time on Wednesday 2.30 – 4.00 pm in Student Learning
What do I need to do?
5 things we expect you to do

1. Attend a registration / needs assessment appointment.

2. Check your email account regularly for messages/updates from DS.

3. Let us know immediately if your course or circumstances change.

4. Request exam accommodations or changes to exam accommodations by the official deadline.

5. Communicate with us directly and not through a third party.
Skills for a successful first year

- Self-Directed
- Motivated
- Self-aware
- Manage yourself
- Academic Skills
- Social Skills
- Manage health and well being
- Manage time
- Be organised
- Be responsible
- Obey college rules
- Self-advocate
- IT Skills
- Seek support if needed
What do I need to do in Fresher’s week?
What is a Fresher?

A first-year student at a university, college, or high school.

Junior Freshman, Senior Freshman

= First two years of college
TCD Fresher’s Week

- First week - Orientation
- Collect ID - Student Card
- Libary Tour/ Sports Tour
- Societies/ Clubs
- Meet tutor
- Course Information Meeting
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Joining Clubs & Societies- Getting involved!
College Societies and Clubs

- http://www.trinitysocieties.ie/
- http://www.tcd.ie/Sport/ducac/

**Societies:**
- Sci-Fi
- Gamers
- SVDP
- Internet
- The Hist
- The Phil

**Clubs:**
- Athletics Club
- Rowing Club
- Swimming
- American Football
- Cricket
- Rugby
• Michaelmas Term
• Hilary Term
• The Pav
• Front Square
• Cricket Pitch
• The Ramp
• Arts Block
• GMB
Academic year in TCD

– Freshers Week- 16th-19th September

Terms: Three terms:

– Term 1: Michaelmas Term:
  23rd September- 13th December (12 weeks includes 1 reading week)

– Term 2: Hilary Term:
  13th January 2014- 4th April 2014 (12 weeks includes 1 reading week)

– Term 3: Trinity Term:
  Exams
Welcome to Trinity College Dublin!

We’re delighted that you’ll be joining us in September for the new academic year. You will shortly be receiving notification from the College through email and/or the post on how to register with us. The following web pages are designed to give you the further information that you need. Here you will find important information about your introductory course meetings and things you need to do before you come to join us in September. This will help you to find your way around College during
Before you arrive

- Did you register and print out your confirmation slip?

- Do you know when & where to go to collect your ID card?

- Do you know the time, date and venue for your orientation meetings in Freshers’ Week?
During your first week in College

- Find College Tutor and arrange to meet.
- Attend ‘Meet your Mentors’ meeting and Library Tour
- Go on Sports Centre Tour
- Find out how to get a locker if you want one.
- Print out your timetable
- Get your course handbook from my.tcd.ie?
- Find out where the computer rooms are.
- Add your laptop to the College computer network.
- Find out where to go for help with your laptop.
How do I register in College?
How To Register (Undergraduates)

You will register via the online web portal my.tcd.ie. Registration will open in early September and you will be invited to register via the portal on a course by course basis. A communication will be sent to the e-mail address you gave during the application process alerting you to log in to the portal. Please check your e-mail address regularly.

A username and password has been created to give you immediate access to the my.tcd.ie portal:

**Username:** This is the student number which is shown at the top of the letter of offer that you received in the post and through the mytcd portal.

**Password:** This is your date of birth in the format DDMMYYYY, e.g. 03FEB1977

Once you have accessed the web portal my.tcd.ie, you will be presented with a log in screen asking for a username and password. For security reasons, following your initial log in, you will be asked to change your password.

- Students entering some courses must complete and return specific forms before they can register. They are referred to as clearance checks in my.tcd.ie. Please check the requirements for your course at [http://www.tcd.ie/orientation/undergraduate/courses/index.php](http://www.tcd.ie/orientation/undergraduate/courses/index.php).

- Once you have completed the on-line registration, you will need to collect your TCD student card in person during Freshers’ week from the Luce Hall (see map at [www.tcd.ie/Maps](http://www.tcd.ie/Maps)), according to your course-specific Orientation Time-table available at [http://www.tcd.ie/orientation](http://www.tcd.ie/orientation) (click on the link for your course). Print your confirmation of registration slip and bring it to the Luce Hall, together with photo ID.

- All fee invoices/payments, student levies and graduation fees will be issued online only, via my.tcd.ie. Click on the My Finance tab. All fee, levy and graduation payments are carried out via the web portal using a Credit/Debit card. For further information on Fees, see [http://www.tcd.ie/orientation/finance/](http://www.tcd.ie/orientation/finance/).

- Your lecture timetable will be available via the web portal.

- The Academic Registry Service Team will be available to address your queries which can be logged via the portal clicking the ASK TCD button. Alternatively, you can email academic.registry@tcd.ie, or call +353 (0) 1 896 4500 or look for more information at [http://www.tcd.ie/academic.registry](http://www.tcd.ie/academic.registry).
How to Login to my.tcd.ie

New Entrants who have not yet completed online registration:
If you are a new student to TCD, or have taken a break in your studies, and have not yet registered online please login using the username and password recently communicated to you via email.

Students who have completed their studies at Trinity College, or Students who are off books (no assessment) and cannot log into my.tcd.ie
Please click on the 'Forgot your password?' link above and follow the on-screen instructions

Staff members, Continuing Students, and New Entrants who have completed online registration:
Please use your College username and network login password to access my.tcd.ie.

Staff members who are also students: If you are a College staff member as well as a student (new entrant or continuing) please login using your staff username and network login password.

To login to Blackboard Learn, please click on mymodule.tcd.ie
What documents do I need for ID card collection?
You need your confirmation slip from your online registration and proof of ID (Passport/ Birth Certificate/ Driver's Licence). If you have been to this University before, please bring your old student card.

What do I need my Student card for?
• Library access;
• buildings;
• computer rooms;
• exams;
• printing
Who else can help me in College?
Welcome to the Tutorial Service Website

The Tutorial Service is a confidential service that is available to all undergraduate students. The service offers student support in all aspects of College life.

Trinity Tutorial Service
The Tutorial Service is unique, confidential and available to all undergraduate students offering student support in all aspects of College life. [College Tutor list.]

Senior Tutor’s Office
The Tutorial Service is supported and co-ordinated by the Senior Tutor’s Office which is located on the ground floor in House 27. The Tutorial Service has recently been extended to Postgraduate students through the creation of the [Postgraduate Advisory Service.]

Student Assistance
Welcome to the College Health Website

The health and medical team at Trinity are working hard to make Trinity a healthy place to live, study and work. Here you will find facts and information about the health care facilities available on campus, as well as loads of information on staying healthy at Trinity.

KEY SERVICES

› Specialised Clinics
› Sexual health clinic
› Health Promotion
› Medical Cards
Unilink Service - "Making university links"

Unilink is a confidential, practical support service for students who may be experiencing mental health or physical and sensory difficulties.

Mission Statement:

The mission statement of the Unilink Service is to support students in their college journey, to engage in their student role and complete their studies throughout their college career.

For queries, you can contact us as follows:

You can be referred by:

- Meeting with your Disability Officer in the Disability Service (DS) and asking to be referred to Unilink.
- Going to the Health Service, who can refer you to a Disability Officer and Unilink.
Student-Parent/Guardian-DS Communication

https://www.tcd.ie/disability/current/parent-communication.php
And finally...

As an adult student you are responsible for:

Attending college;
Organising your supports in good time;
Informing academic staff of absences from college / late submission of work;
Developing the academic skills required to be a successful student, which means....
Using the resources provided to you;
Communicating any difficulties which may arise.
Wishing you all the best of luck in your College Career!
Students: Campus Tour

Parents: tea / coffee and Question Time!
https://www.tcd.ie/disability/current/parent-communication.php
Any Questions??
Thank You!

Contact Details:

Phone: 01-8963111

Email: disab@tcd.ie

Website: www.tcd.ie/disability