



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Trinity Disability Service - A Guide for Parents/Guardians of Students with Disabilities



www.tcd.ie/disability





This Parent Handbook was written by the Disability Service Student Ambassadors; Niamh, Aine and Henry to be read by parents and guardians of students with disabilities.

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Welcome to Trinity College Dublin





Welcome Message from Declan Treanor, Director of the Disability Service

Dear Parents/Guardians,



As a parent of a student with a disability, you may have questions about the support your student can expect in Trinity. This handbook for parents will assist you in understanding how Trinity and the Disability Service works.

The transition to university is a big step for all students, but particularly for those with additional support requirements. It can be difficult to find out what needs to be done and the appropriate times to do so. We want to ensure you that every student is adequately supported. Students who engage and participate in the supports we offer do well in Trinity and we encourage students to avail of these supports. This guide was written in conjunction with some of the Trinity Student Ambassadors to answer some of the questions you may have as a parent/guardian, and to describe the kind of tasks and roles your student will undertake as part of engaging with campus life. It will also explain the supports the Disability Service can offer.

Please feel free to contact us if you have further questions or need more detailed explanations.

Best wishes

Declan Treanor, Director of the Disability Service



Supporting the Student

Trinity College Dublin shares your goal of promoting your students' growth and success. It is our hope that every student flourishes at Trinity and leaves us as an educated, independent and self-confident adult. The following information describes both our role as an institution and your parental role during this time. In this section you will also find a context for interpreting student life, academic expectations, student services, and Trinity regulations. Before reading on, please get to know the Trinity lingo by reading the 'jargon buster' at: www.tcd.ie/orientation/jargon/

Adjusting to your new role

The Trinity years are an appropriate time to change plans, examine new ideas, explore academic and career goals, and test abilities. Parents who fear that a student will abandon family values may find it useful to think of this time as one when students try out new identities. Parents who maintain a sense of humour, adopt a watchful but non-invasive eye, while reassuring and encouraging the student, will find that the person who emerges into adulthood remains the person they raised, even though they may not look the same.

Parents can support students by acknowledging that getting to grips with Trinity, both academically and socially, takes time. Encourage the student to talk with tutors, accommodation wardens and the Students' Union.

Is there a policy in Trinity for students with disabilities?

In accordance with the University Act 1997, the Employment Equality Act 1998, the Equal Status Acts 2000-2004 and the Disability Act, 2005 the Disability Service (DS) is committed to equal opportunities for all in education. The DS aims to advise and educate the Trinity Community on any such matter.

http://www.tcd.ie/assets/documents/policies/access_and_equality_policies.pdf



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Communication





Parent/Guardians Communication

The Disability Service (DS) is aware that parents or guardians may have questions or concerns that they may wish to discuss with staff. However, the General Data Protection Regulation (GDPR) requires Trinity to establish a policy with regard to any discussion between members of staff in DS and parents / guardians and any third party (including Trinity staff), in relation to individual students and their progress through Trinity. 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.





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Applying for Reasonable Accommodations with the Disability Service



Applying for Reasonable Accommodations with the Disability Service

Every student with a disability has different needs. Based on the information provided when completing the online application for reasonable accommodations and by other initiatives like the CAO/Disability Access Route to Education (DARE) scheme each student is reviewed for supports needed.

In order to efficiently process student applications for reasonable accommodations and arrange supports in a timely manner, the schedule of appointments begins for students who enter Trinity via DARE and those most likely to have high support needs.

All other students (including those entering via CAO/DARE with the points) will be invited to a 'Reasonable Accommodation Group Session' where supports such as examination accommodations will be discussed and set. Students can request a meeting with a Disability Officer/Occupational Therapist at any time and appointments will be scheduled as soon as possible thereafter.

Our staff are experienced and highly qualified professionals with knowledge and expertise in disability, access and supporting students. We work closely with academic staff, tutors, administrators, and other support services to ensure Trinity is as accessible as possible to all students. You can find information on the staff at the DS here: <http://www.tcd.ie/disability/contact>





Applying for Reasonable Accommodations with the Disability Service

Applying for reasonable accommodations with the Disability Service can be broken down into 11 easy steps and most of it takes place online at **my.tcd.ie** portal which is where you can also complete your registration to your chosen course and see your course timetable and exam timetables.

To meet Semester 1 examination deadlines set for Friday 27th September 2019 and to assist students who are having difficulties completing the online application for reasonable accommodations - students can apply with assistance from Staff in the Disability Service by calling to the DS Solutions Drop-In **<https://www.tcd.ie/disability/current/drop-in.php>**

STEP 1: Login to my.tcd.ie using the Trinity user name and password provided to you.

STEP 2: Click on the 'My Disability Service' tab located on the top navigation bar and click on 'Reasonable Accommodation Application'.

STEP 3: Read the instructions on the welcome page.

STEP 4: Select your primary and secondary disability that applies to your registration, from the drop-down menu and add your support requirements.

STEP 5: Read and agree to the Reasonable Accommodation Policy.

STEP 6: Read and agree to the 'Trinity Consent to Disclose Disability Information Form'.

STEP 7: Choose 'yes' or 'no' to receiving exam accommodations

STEP 8: Select your Evidence of Disability to upload.

STEP 9: Upload and submit your Evidence of Disability.

STEP 10: Finish the application process by clicking on the 'submit' option.

STEP 11: Your Reasonable Accommodations Application is complete. A member of the Disability Service will be in contact with you to finalise your application and to arrange reasonable accommodations with you. You will receive an intray message into your my.tcd.ie portal to confirm that you have completed all of the required steps.



A year in the life of a Trinity student





A Year in the Life of a Trinity Student

What really happens in university? You may learn a lot or a little from talking to the student, but set out below is a snapshot of life in Trinity, across the academic year. Trinity has an online, interactive calendar, which you can consult at any time.

http://www.tcd.ie/news_events/events/

(Please note, this calendar is used to highlight services, all services can be accessed by the student at any time throughout the academic year).

August



August will be full of excitement as your student prepares to join Trinity. This transition brings adjustments in all aspects of a student's life, which can include: the anxiety and excitement of independent living, finding somewhere to live, making new friends, and sometimes even a concern about whether they have chosen the right course. There will be a mixture of emotions for both you and the student. Communication is especially important during this time. Provide reassurance, but resist the urge to step in and take care of your student's dilemmas. This is their first step into adulthood, be confident that they can manage this and be confident about stepping away and allowing them to do this!!

Begin flat/house hunting with the student but don't be offended if they would prefer to do this by themselves. However, make sure they are aware of the basics, which can include: identifying appropriate accommodation, rent limits, contracts etc. If the student is applying for accommodation on campus or in Trinity Hall, they may need help with the application process.

<http://www.tcd.ie/accommodation/getting-rooms/>

The Disability Service Orientation Event takes place at the end of August. This orientation event is for students who have been accepted into Trinity College and for their parents and guardians. The event is hosted by the Trinity Students with Disabilities Ambassadors and aims to provide information about university life, supports and services offered by the Disability Service and Trinity. Students will also get the opportunity to get to know the campus and to ask the Student Ambassadors about their college life.



September



This is a busy month! 'Fresher's week' begins at the start of September. This is the time when the student will formally register as a Trinity student, collect their student card, receive their Trinity user name and password, and attend course-related meetings. They also have the opportunity to join all of the Societies Trinity has to offer, and there are events and social activities each evening. This is also the week when students should apply for reasonable accommodations with the DS. All of this material is available to download from the orientation website:

<http://www.tcd.ie/students/orientation/>

Whether the student is excited by all the opportunities and new experiences available in Trinity, or a little overwhelmed or even homesick, there are many resources that can help. Offer your support through phone calls, texts and email, but also be aware of their need to find independence. Don't feel rejected by a lack of enthusiasm for a family visit, just let them know you can be there if needed.

How to Help

Plan to visit the student sometime during term. Bring a food parcel and clean sheets! Whether the student is living on campus, in Trinity Hall or in private accommodation, encourage your student to stay in their accommodation at least three weekends a month. If the student is commuting, suggest that he or she get involved on campus. If the student encounters a problem, suggest that he or she take advantage of one of Trinity's resources. If the student is confused about orientation week, check the website together, print out the blank timetable and complete it with all of the scheduled meetings. Schedule a slot to apply for reasonable accommodations with the DS.



October



Students have their first Study/Review week in October, where they will have an opportunity to complete assignments, catch up on work, and prepare for end of term exams. Talk to the student about how classes are going. Encourage the student to use the academic resources available on campus, such as Student Learning Development. Encourage the student to talk to someone if needs be; their Tutor, Student2Student, or the Student Counselling Service.

http://www.tcd.ie/Student_Counselling/student2student/

http://www.tcd.ie/Student_Counselling/student-learning/

November



The excitement of Fresher's week is fading, and the student might feel that academic pressure is building. Deadlines for assignments are approaching, and fatigue and stress can set in. As a result, students may be more prone to getting sick. Remind them that Trinity has a Health Centre on campus that they can avail of by booking an appointment.

<http://www.tcd.ie/collegehealth/>

How to help

Help students to plan forward: next week, next month, next term. Continue to encourage the student to talk to someone, particularly if they are struggling. Remind the student to take care of their general health by having a good breakfast and evening meal, exercising and getting plenty of sleep. Send a food parcel!



December



Semester one ends at the beginning of December, and students will have a revision week before exam period in the middle of the month. For some students it may be difficult to balance exams and Christmas social events. If the student is studying for a professional course, they may be anxious about placement practice starting in the next term. The stress of exams can be overwhelming, especially for first-year students who may not know what to expect. Remind the student that the library will be closed over Christmas, so books need to be checked out before the end of term. Returning home after months of independence can be a challenging time for both students and parents!

How to Help

Do they need a lift home with bags/belongings, or perhaps they are just short of cash for travel? Include the student in plans for holiday events and activities. Perhaps allow their university friends to visit during the break. If they have work to complete over the break, make sure they have a good study environment.

January/February



The beginning of the second semester may be influenced by how well the Christmas break went for the student. It can be joyful as students get to reconnect and spend time with family and friends, however, starting classes after having a break for several weeks can be difficult. The student may be disappointed by their progress to date. Help students get on the right track by reviewing their timetable, upcoming coursework, new books that they may need to buy or borrow from the library, and generally making plans for the next term. Professional placements generally begin in the third week of January, or the first week or so in February so talk about any anxieties they may have in relation to this or advise them to talk to the Disability Service about Placement Planning Support.

How to Help

Be supportive! University is more challenging than secondary school, and students appreciate knowing that you are there for support and encouragement. Acknowledge any apprehension about returning to Trinity. Provide encouragement about the experiences that are coming up on placement. Encourage the student to take a renewed look at lectures, seminars and tutorials, talk about their fellow students and opportunities for new connections and improved academic performance. Remind students about the many campus resources available.



March



Depending on how the calendar falls, the end of March could mean Easter. It also means thinking about annual (end of year) exams which begin at the end of April. This is particularly important for students who are taking courses with a heavy workload, for example: Medicine, Computer Science, or Engineering. This will require some thoughtful revision planning. The student could check out the OT service for additional support?

<https://www.tcd.ie/disability/services/OT.php>

How to Help

Ask the student if they need help with organising revision materials. Remind the student that the library will be closed over Easter, so they need to gather study materials before the end of the month.



April/May



Exam week is at the end of April, and results will be published by the end of May. The end of the academic year brings mixed emotions; relief that it is all over, a little sadness that the first year has flown by, anticipation for the following year as the student will no longer be a newbie, and some anxiety about exam results and the possibility of having to sit a repeat examination over the summer.

How to Help

If living away from home, send the student a little exam parcel. Support the student to develop solutions to any problems they may be facing. Celebrate the student's success at completing the first year!

June/July

Exam results can be a cause for celebration or commiseration. If things have gone well, let them know how proud you are. Talk about the changes coming in second year. If the student has failed any exams, they will have an opportunity to repeat them in August, before the new term in Trinity begins. These are called 'supplementals'. Reassure the student that failing an exam at the end of first year is not at all unusual while a student gets used to the new style of learning required at third level. Encourage them to discuss their results with academic staff, to provide a focus for revision. Encourage them to get in contact with their personal tutor.

How to Help

Help with setting up a study schedule if required, and assess how this will fit in with family holidays or summer work. Once the exams are out of the way, point the student in the direction of the Careers Service to find a summer job or internship. Remind the student about all of the campus resources available. Perhaps a summer course may be necessary to either catch up or get ahead for the next year. Be supportive in the student's decisions.

How will I know what type of support the student needs?

When the student meets with their assigned Disability Service Staff member, they will guide them through the process and will assign them supports that will help them to achieve their full academic potential.

Standard Reasonable Accommodations - The majority of students (80%) applying for reasonable accommodations with the Disability Service request access to a range of Standard Reasonable Accommodations (for example in Trinity examination accommodations, assistive technology and academic support available within Trinity) that will help them reach their potential while studying. Most students' needs are accommodated through these Standard Reasonable Accommodations and students will be emailed an invitation to meet with a Disability Service Staff member via a small group session to discuss the above supports and complete their application for reasonable accommodations with the Disability Service.

In cases where a reasonable accommodation cannot be applied, and a specific rationale is provided, the non-standard decision route will apply.
<https://www.tcd.ie/disability/current/standard-RA.php>

Following the Needs Assessment, the student's Disability Officer prepares an **individual Learning Educational Needs Summary (LENS)** detailing the Reasonable Accommodations to be implemented. The LENS report is a key document and will act as the students 'Disability Passport', confirming accommodations and ensuring access to supports that will sufficiently meet individual needs.

The information outlined in the LENS is then communicated to the relevant School. Students with disabilities on professional courses may require additional disability support on placement. Following the Needs Assessment, the student's Disability Officer prepares an individual **Professional Learning Educational Needs Summary (PLENS)** detailing the Reasonable Accommodations to be implemented.



To see an example of a LENS report and for instructions on how a student can access and view their LENS please see the Disability Service website
<https://www.tcd.ie/disability/current/Student-SITS.php>

Does engagement with the DS appear on the student record?

Applying for reasonable accommodation with the Disability Service does not have any impact on your final student record nor will it be documented on your final record. Please be advised that students will indicate a disability on their information portal; MyTCD.ie. The application for reasonable accommodations with the Disability Service will be made aware to a number of departments within Trinity College Dublin in order to ensure that reasonable accommodations can be put in place as per the Disability Service Reasonable Accommodation Policy and Consent to Disclose (e.g. Accommodation, Academic Departments, Counselling, Health).



Sample LENS Report



Disability Service Learning Educational Needs Summary (LENS)

Business Studies_Student_name__LENS

To: Disability Liaison Officer, School Administrator & College Tutor

Student: John Smith
Student No: 123456789
Support Document Status: LENS Active
Email contact: stg@tcd.ie
Course: Business Studies
Disability: Dyslexia/Dyscalculia/Dysgraphia
Disability Officer: JENNIFER TEST
Tutor: SINEAD REILLY
Date of Needs Assessment: 22-Jun-2018

Disclosure of a disability to the course

This document contains confidential information of a sensitive and personal nature. John Smith has given permission for this information to be shared with all teaching / administrative staff working with her e.g. Director of Teaching & Learning, College Tutor, module leaders, and all guest lecturers.

In the event that a student is studying "external" modules it is the responsibility of the "home" school to ensure that this information is passed to an appropriate contact in the external school for distribution. This information must be reissued to relevant staff each semester. If you have any further questions, please don't hesitate to contact Andrew Costello or the Disability Service.

Disability Specific Information

The student registered with the Disability Service in September 2014 with a specific learning difficulty- Dyslexia. The student is encouraged to discuss any disability supports required on a professional course and placement with the Academic contact and/or Placement Co-ordinator of their course. The student can be referred back to Disability Service for placement planning supports - Level 2 if and when required.

Further Disability Awareness information can be found at: <http://www.tcd.ie/disability/teaching-info/awareness-info/>

Disability Service Interventions

- Communicating with your School
- Assistive Technology (AT) - <http://www.tcd.ie/disability/services/assistive-tech/Note-taking.php>
- Library Supports - Additional Book allowance
- Locker

Further information on services provided by the Disability Service can be found at: <http://www.tcd.ie/disability/services/>

Examination Accommodation and Codes

Group Venue Use of sticker
The student has been granted 10 minutes per hour extra time in examinations.

Where possible the extra time should also be given in departmental exams, further details on exam supports at: <http://www.tcd.ie/disability/services/exam-accommodations.php>

Adaptations to Teaching and Learning Situations

- Allow student to record lectures
- Provide lecture notes in advance
- Allow additional time to develop practical skills
- Provide annotated reading lists
- Maintain confidentiality LENS to be circulated to relevant staff in the students

Full details on suggested requested Adaptations to Teaching and Learning Situations can be found at: <http://www.tcd.ie/disability/teaching-info/reasonable-accommodations.php>

Inclusive Teaching and learning strategies: <http://www.tcd.ie/CAPS/TIC/guidelines>

LENS report written by Andrew Costello Disability Service contact person: Andrew Costello

This document is private and confidential and is designated solely for the attention and use of the intended recipients. If you are not an intended recipient of this document, you must not use, disclose, copy, distribute or retain this information or any part of it.



Supports and Reasonable Accommodations





Academic Support

Study skills, reading techniques, academic writing, referencing and exam revision and various other supports are provided by Student Learning Development:

<http://student-learning.tcd.ie/undergraduate/>

Academic support is also available from our website in the form of leaflets, and podcasts in mp3 format and from TCD iTunes or YouTube:

<http://student-learning.tcd.ie/undergraduate/>

<http://www.youtube.com/user/DSServiceTCD#p/u>

Assistive Technology

To ensure students get the best use out of technology, they may be given an appointment with the Assistive Technology Officer, in the ATIC space in the Ussher library. At this meeting, an assessment for specific IT supports is conducted. This 30 minute assessment ensures that the correct technology is available, and that adequate training is provided, to get the best out of technological supports.

Career Planning

Within Trinity, there is now an increased focus upon students developing work-related skills during their courses. Over the past number of years, the Disability Service and Careers Advisory Service, have developed a series of award winning approaches to supporting students to engage work experiences, either within their courses or outside them. OT's work with students in looking for and engaging in part-time work, summer employment, internships, and then eventually employment post-graduation. In collaboration with the Careers Advisory Service, we run an annual Careers Bootcamp, to help students to kick-start their transition to employment.

Please see the '**Planning your Career**' section of the Disability Service website for a full list of the supports and resources available with the Disability Service and Trinity overall.



Student Services Case Coordinator

The Student Services Coordinator coordinate's services designed to minimize the impact of mental illness or emotional distress on the academic and personal pursuits of students who have complex mental health difficulties through effective case management and the coordination of care between campus and community resources. The Student Services Case Coordinator role spans Counselling, Disability and Health Services – primarily focusing on mental health to ensure the best outcomes for all students, in all areas of Trinity life. The Case Coordinator has experience working with students experiencing mental health difficulties such as depression, anxiety, psychosis etc.

A student could meet with the Case Coordinator if they are:

- DARE or new entrants transitioning their mental health supports to the Dublin area and require support in doing this
- Returning to study following a voluntary or involuntary withdrawal from Trinity on mental health grounds
- Referred to community based mental health services following a concern from a Trinity staff member
- Struggling to engage with an external service & would like someone to advocate on their behalf
- Presenting as a risk to themselves or to others

<https://www.tcd.ie/disability/people/bradyj.php>





Examination accommodations

Trinity currently offers a range of facilities at examination time, including extra time allowance, rest breaks, alternative examination venues, specialised furniture and technology aids.

A full copy of Trinity's guidelines on examination arrangements for students with disabilities is also available on the Trinity website, and in alternative formats on request.

<http://www.tcd.ie/academicregistry/exams/>

Library Supports

Library support for students with disabilities include:

- Borrowing rights: Students with a disability may be entitled to additional borrowing privileges.
- Alternative formats: Reading material can also be provided in alternative formats such as Braille or audio.

Website and the DS podcast:

<http://www.tcd.ie/Library/using-library/disabilities.php>

<http://www.tcd.ie/disability/services/librarysupports.php>

Occupational Therapy Support

The aim of the Occupational Therapy (OT) Support is to enable the student to develop practical skills and strategies to help them in their role as a student in both academic and social spheres. The OT service is student-centered which means that the sessions are guided by what the student needs and wants to do. All staff members in the service are qualified occupational therapists and are bound by the Code of Practice of the Association of Occupational Therapists of Ireland.

OT is available on a one-to-one basis throughout the student's university career.

<http://www.tcd.ie/disability/services/OT.php>

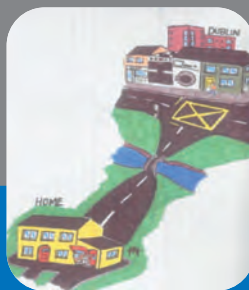


Applying for Accommodation

Trinity has limited accommodation options: the main Trinity campus, Kavanagh Court, and Trinity Halls, located in Dartry. A number of rooms on campus and in Trinity Halls are accessible. Although rooms are not fully supervised, they do have 24 hour security staff and residential wardens on site. The accommodation offered encourages independent living. This can be a lively environment so it may not be suitable for students who need a very quiet living space. Campus accommodation is mostly for final year students or graduate students. Trinity Halls is ideal for first and continuing students, but spaces there are also limited. Kavanagh Court on Dorset Street, Dublin 1 is a Trinity leased property.

For students with disabilities applying as new entrants or continuing students, you can have your application considered under special consideration due to the impact of a disability. Students must apply for reasonable accommodation with the DS and discuss their needs with their Disability Officer to avail of this support.

When applying for Trinity Accommodation students with Disabilities should also complete the special consideration application <https://www.tcd.ie/accommodation/getting-rooms/apply-for-a-room/special-consideration/> and review the criteria used by Trinity as outlined below.



The Disability Service will review medical evidence supplied to the service when completing the online application for reasonable accommodations and will take into account the following criteria when prioritising applications for accommodation.

1. The nature and impact of disability – as stated by the applicant and documented with appropriate evidence. Priority will be given to applicants with the most significant needs based on mobility, balance, stamina and strength.

2. The nature and impact of the disability on travelling to and from Trinity including transport options and distance to the university from home. Priority will be given to applicants with difficulties in accessing public transport and those living furthest from campus.

Based on the criteria above, the Disability Service will review all the applications and will make recommendations to the Accommodations Office. As part of your application, you must indicate that you have applied for reasonable accommodations with the Disability Service and provide consent for the Disability Service to review and support your application. In turn, based on the availability of rooms on campus and the priority given to applications, **the Accommodations Office will inform applicants of any room offers.** In some cases, applicants may be advised that accommodation in Trinity Hall better suits their individual needs.

Further information and advice on student accommodation can be found at <http://www.tcdsuaccommodation.org/>

Continuing students – applications for the next academic year

To apply for a room, complete

the <http://www.tcd.ie/accommodation/StudentsandStaff/Students/ApplyOnline/> online accommodation application form by clicking on this link. When applying for Trinity Accommodation students with disabilities **should also complete the special consideration application** <https://www.tcd.ie/accommodation/getting-rooms/apply-for-a-room/special-consideration/> and review the criteria used by Trinity as outlined above.

Out of Hours and Non-Academic Personal Care

Trinity funding does not cover expenditure for personal care, medical treatment/supplies, or other supports required outside study/ course contact hours or the academic year, including those that can reasonably be expected to be provided by another agency such as the local health service where you are ordinarily resident. Please follow this link for further information on out of hours and non-academic personal care: <http://www.tcd.ie/disability/services/out-of-hours.php>



Disability Service Student Ambassador Programme

Within the DS, we actively encourage students who are receiving reasonable accommodations through the service to become DS Ambassadors.

Ambassadors are involved in a wide array of activities within Trinity and the wider community. Activities include Trinity orientation events, open days, staff training, DS activities and secondary school visits. Ambassadors have access to a series of rolling monthly workshops aimed at promoting personal growth and leadership skills. This acquisition of skills and knowledge assists ambassadors in their student journey, but also provides foundational skills to carry forward into employment. Students have an opportunity to become an Ambassador at any point in their student journey and can contact their designated member of the Disability Service. More information on this programme can be found at:

<http://www.tcd.ie/disability/ambass/>





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A photograph of a classical stone building with large windows and columns, partially obscured by a curved, ornate black iron fence in the foreground. The scene is captured in a cinematic style with soft lighting.

Other Useful Information

The Disability Liaison Officer in the Department

An Disability Liaison Officer (DLO) acts as a communication route in each department for issues relating to students with disabilities. They are responsible for circulating the LENS reports. The student can check the name of their DLO by clicking on this link;

<http://www.tcd.ie/disability/current/ALO-info.php>

Tutorial System

Being a student includes more than four years of reading books, attending lectures and exchanging ideas with academic staff and fellow students. It is the sum of a student's life in the university. The Tutorial Service is unique to Trinity, it is a confidential service and available to all undergraduate students. It offers student support in all aspects of Trinity life and is a vital resource for all students. Please explore the Tutorial Service to find out how Tutors support students.

http://www.tcd.ie/Senior_Tutor/

The Disability Service

Students can contact the main DS office, Room 2054 within the Arts Building, on the entrance level past the Lecky Library entrance on the left. You can phone the DS on (01) 896 3111 for an appointment, text 086 3442322, or you can e-mail the Service at: askds@tcd.ie

Students are also welcome to avail of the DS Solutions Drop-In from 11am - 3pm Monday to Friday during term time. Typical issues students call to the DS Solutions Drop-In for include:

- Questions about the online reasonable accommodation application process.
- Queries about appropriate evidence of disability.
- Queries about exam accommodations or exam venues.
- Queries about what steps to follow if the student's accommodation needs have changed but the deadline for applying for exam accommodations has passed.

Additionally, drop-in can serve as an initial path into other services provided by Trinity Disability Service such as case management, occupational therapy, or other disability supports. Staff members are available to work one-to-one carrying out solution-focused brief interventions, as well as give referrals to Trinity support programmes.

The DS is managed by the Director of the Disability Service, Declan Treanor. There is one full-time Disability Officer, an Assistive Technology Officer, three Occupational Therapists, a Case Coordinator, and a number of administrative staff within the service. When students apply for reasonable accommodations through the DS they will be assigned a member of the Disability Service who will assist them in obtaining the support they require in order to attain their highest academic potential. For further information on the DS staff and to read about us:

<http://www.tcd.ie/disability/contact>



Other Useful Information

Disability Disclosure

What is Disability Disclosure? Disability Disclosure means informing someone or to make the information known, in this case, making information about your student's disability, specific learning difficulty, or mental health difficulty, known to the university. But disclosure can just as easily apply to your student's friends and classmates.

If your student doesn't know if disclosing their disability is something they want to do, they should try and ask themselves a few questions to find out:

- Why do they want to disclose their disability?
- What are they disclosing and why is it important to do so?
- Who will they be disclosing to?
- When will they disclose?
- How are they going to disclose to them?

After answering these questions they may feel more ready to make a choice. Possible reasons for disclosing may include that the people around your student need to know medical information in case something happens, or they need communication assistance, or they will be absent due to medical appointments.

Trinity is committed to non-discrimination for students, staff, and service users in relation to all nine equality grounds [Gender, Family status, Civil Status, Sexual orientation, Age, Disability, Religion, Ethnicity, or membership of the Traveller Community]. This means that if you feel as though your rights are not being respected, or you are not being treated equally in Trinity, you can stop it.

Policy for Students with Disabilities

Trinity is committed to a policy of equal opportunity in education and to ensuring that students with a disability have as complete and equitable an access to all aspects of university life as can be reasonably provided. The DS aims to assist and advise the Trinity community on issues associated with compliance with laws that relate to students with disabilities, including: the University Act 1997, the Employment Equality Act 1998, the Equal Status Acts 2000-2004 and the Disability Act, 2005. http://www.tcd.ie/assets/documents/policies/access_and_equality_policies.pdf



The Disability Service



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Disability Service Director
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Disability Officer and
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Cecily Roche,
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Clare Malone
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Kevan O'Rourke,
Disability Service Administrator
E-mail: orourkk3@tcd.ie
Tel: (01) 896 3111

We update information on our website regularly and put up news on Facebook:
<http://www.facebook.com/home.php?#/pages/Trinity-College-Disability-Service/275203522472?ref=ts>



Disability Service Events

The Disability Service runs many different training and information sessions, as well as group support sessions, during the academic year. All events will be posted on the Disability Service Calendar which can be found on the Disability Service website page:

www.tcd.ie/disability/

Please check out the website for further details on the events and additional upcoming events to support your student in managing their role.





Other Useful Contacts

Admissions Office

Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 4500
E-mail: academic.registry@tcd.ie
<https://www.tcd.ie/academicregistry/admissions/>



Fees Office

Address: Academic Registry,
Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 4500
E-mail: academic.registry@tcd.ie
<https://www.tcd.ie/academicregistry/fees-payments/>



Student Health Centre

Address: House 47, Trinity College, Dublin 2
Telephone: 00353 1 896 1556
Web: www.tcd.ie/College_Health/



Accommodation Office

Address: House 10, Trinity College Dublin
Telephone: 00353 1 896 1177
E-mail: residences@tcd.ie
Web: www.tcd.ie/accommodation/



Senior Tutor's Office

Address: House 27, Trinity College Dublin
Telephone: 00353 1 896 2551
E-mail: stosec@tcd.ie
Web: www.tcd.ie/Senior_Tutor/





Other Useful Contacts

Student Counselling Service

Address: Third Floor,
7-9 South Leinster Street,
Dublin 2
Telephone: 00353 1 896 1407
E-mail: student-counselling@tcd.ie
Web: www.tcd.ie/Student_Counselling



Examinations Office

Address: Watts Building,
Trinity College Dublin
Telephone: 00353 1 896 2345 / 3710
E-mail: ASKEAMS@tcd.ie
Web: <https://www.tcd.ie/academicregistry/exams/>



Trinity Students Union

Address: House 6, Trinity College Dublin
Telephone: 00353 1 646 8431
E-mail: frontoffice@tcdsu.org
Web: <http://www.tcdsu.org/>



Careers Advisory Service

Address: 7-9 South Leinster Street, Dublin 2
Telephone: 00353 1 896 1721/1705
E-mail: careers@tcd.ie
Web: www.tcd.ie/Careers



