

# LAMC-DSPS Services for 100% Online Students

1

- Student contacts DSPS department by email or phone.

2

- Counselor determines correct college site to provide DSPS services.

3

- Counselor reviews with student, services provided by DSPS and qualifying documentation needed for intake.

4

- Qualifying students are emailed intake packet with instructions for completion.

5

- Student scans complete packet with required information, signatures and documentation. Then returns by email or sends documents to DSPS by mail.

6

- Counselor contacts student to review documents and services to complete intake. Accommodation letter is sent to student in PDF format and requested to contact course instructor to request accommodations.