

A guide for students with special needs

2024 - 2025

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Message:

Creating an inclusive educational and social environment for individuals with special needs to develop and enhance their capabilities, which propels them toward academic progress through the implementation of strategies via guidance and counseling services, as well as supportive services. This contributes to forming effective relationships between this group, the college, and society as part of their university studies.

Vision:

Working towards establishing a comprehensive center to serve individuals with special needs across all categories during their university stage. This center will be prepared and executed by a multidisciplinary team of service providers for individuals with special needs and their families, including psychologists, social workers, speech therapists, skills development specialists, medical specialists, academic advisors, teachers, family and psychological counselors, and pre-vocational skills trainers. They will collaborate under one umbrella—serving individuals with special needs in higher education—each providing services within their specialized field during a specified period in the program, based on a structured schedule throughout the academic semester.

Objectives:

- Defining the general framework for guidance services aimed at supporting individuals with special needs.
- Building strategic relationships with associations, centers, and relevant entities that serve individuals with special needs.
- Developing guidance and training programs for students with special needs.

Tasks:

The officer in charge of admissions and registration is responsible for implementing the college's vision, mission, and objectives according to the following tasks:

- Direct communication with this group to understand each student's condition and provide necessary accommodation.
- Facilitating communication between the Student Affairs Unit and other related units and departments concerning this group.
- Conduct meetings between students with special needs and the Student Affairs Unit to inform them about available services and identify their requirements.
- Encouraging their participation in all accessible programs (training, activities, special days, and events).
- Organizing workshops to educate faculty members about the needs of this group and facilitate their academic and social requirements.
- Creating individual files (progress tracking) for each student at the academic level to address any deficiencies that may arise during their academic journey in the college.

Services Provided by the Special Needs Unit:

We can outline these services around two main axes:

1. Under the Responsibilities of the Student Affairs Unit:

First: Educational Services:

- Allocating dedicated space for welcoming new students with special needs and expediting their admission procedures.
- Following up with the Admissions and Registration Deanship to complete student enrollment processes and issue university IDs.
- Assisting students with course add/drop processes and result retrieval.
- Coordinating with the College library to provide additional accessibility features for students with special needs, ensuring ease of access and utilization of library resources.
- Sending regular SMS notifications to students with special needs regarding various activities.
- Facilitating their integration into the broader university community alongside other students.

Second: Recreational and Social Services:

- Contributing to organizing visits, trips, seminars, meetings, and exhibitions focused on disabilities.
 - Participating in national events and holidays.
 - Engaging in global celebrations such as (International Day of Persons with Disabilities, World Autism Awareness Day, Deaf Awareness Week).
 - Supporting participation in student clubs.
 - Encouraging involvement in external events.
2. Under the Responsibilities of the Dean of Student Affairs in Collaboration with Relevant Entities:
- Monitoring course registration processes with the respective colleges.

- Assisting in providing educational devices that enhance and improve their learning levels.
- Printing announcements for various university activities in Braille format (this service is currently being secured).
- Coordinating with security, safety management, and colleges to allocate special parking spaces close to university gates, eliminating the need for long walks to enter the campus.
- Communicating with the Graduates Office to register students and graduates with special needs so they are informed about ongoing courses and suitable job opportunities.



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