

## How to Manage Your ADD/ADHD at UCD

Managing any disability effectively at third level involves the utilisation of a number of available services and tools. It is also vital that each individual student takes responsibility for their own academic career at UCD. The aim of the UCD Access & Lifelong Learning (ALL) is to allow all students registered with Disability Support to become independent learners so they can develop the skills expected of successful graduates and take these skills into the workplace. The following guidelines are designed to help you to reach that goal.

### Communication

It is important that you communicate with UCD about your ADD/ADHD in order to overcome any disadvantages you may experience.

1. You should register with ALL as soon as possible after you enter UCD/receive a diagnosis. Attending a needs assessment will ensure that you receive the appropriate supports.
2. You will receive a letter of registration from ALL following your needs assessment. This confirms that you are registered with ALL and outlines the supports you receive. You must provide this letter to your lecturers/tutors in order to inform staff about your support needs and request alternative exam arrangements for mid-semester exams, class tests or locally arranged exams.

### Supports available to all UCD students

- Writing Support Centre
  - UCD Writing Centre provides free, one-to-one tuition and a range of workshops on all aspects of the writing process. You can find this service in Link Space 2 of the James Joyce Library See <http://www.ucd.ie/writingcentre/> for more details.
- Maths Support Centre
  - The Maths Support Centre (MSC) offers free support in mathematics to students from all programmes in UCD. Support is given through one-on-one and small group tuition on a drop in basis during semesters. There is no need to make an appointment in advance. See [www.ucd.ie/msc](http://www.ucd.ie/msc) for more details.
- Student Counselling Service
  - UCD provide a free and confidential service staffed by professionally qualified psychologists and counsellors. UCD aim to provide easily accessible support for students when personal issues arise that affect their happiness, well-being, capacity to cope, relationships or learning. For more information and to arrange an appointment see: <http://www.ucd.ie/studentcounselling/>

### Exam Accommodations

- A number of exam accommodations are available to help students to overcome any disadvantage they may experience because of their disability. Based on your educational psychologist's report and needs assessment ALL will grant you the supports necessary for you. Exam accommodations may include use of the alternative exam centre or extra time (10 minutes extra per hour in exams). It is important to note that these supports are granted based on national guidelines. Therefore these supports may not be appropriate for every student diagnosed with ADD/ADHD.
- ALL organises alternative exam arrangements for end of semester exams only. If you wish to use an exam accommodation for any mid-semester exam or class test it is your responsibility to contact the module co-ordinator at the beginning of the semester. Failure to do this may result in you not receiving your exam accommodations as they can take some time to arrange.

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### Assistive Technology

There is a range of Assistive Technology resources available for students in UCD. These consist of software and devices many of which can help students with ADD/ADHD to successfully perform day-to-day tasks in UCD. Assistive Technology of particular interest to students with ADD/ADHD includes:

- Recording Tool - Livescribe Smartpen

The Livescribe Smartpen is an electronic pen that has a built-in recorder. The pen synchronizes the recording with the notes taken by the student in class. Afterwards the student can click on any part of their notes and the pen will play back what the lecturer was saying at that time.

- Mind Mapping software

A mind map is a visual representation of ideas. This software can help you to organise your ideas in a useful way. This software can be used to create notes following lectures or reading. It can also be used when planning essays.

### Learning Support

- ALL provides learning support primarily through group workshops. These workshops are run numerous times over both semesters and are advertised to students via email. These workshops are designed to help you learn the skills you need to succeed at university. Learning support workshops include, but are not limited to, the following topics:
  - Note taking
  - Time management and organisation
  - Study skills
  - Academic writing
  - Research skills
  - Presentations and group work
  - Avoiding Plagiarism
  - Exam Preparation
- All material used in workshops is made available via Blackboard. These materials include slides, handouts, exercises and an audio version of all workshops. All first year students registering with ALL are given access to this Blackboard module. If you would like to request access to this module then please send your request to [disability@ucd.ie](mailto:disability@ucd.ie).

### Transition to Third Level

Students with ADD/ADHD may find it difficult to stay organised when they move from the highly structured environment of secondary school to UCD where responsibility for attendance and assessment rests with the student, who is expected to be independent. When starting in UCD it is important that you can find your way to each new venue for classes/lectures. Make sure you take part in a campus tour and check you can find the venues in advance so you are not late on the day of your class/lecture.

Ensure you understand the learning outcomes for each of your modules and prioritise your reading lists, with help from tutors/lecturers where necessary. Make sure you know how each of your modules is assessed and create a Semester Planner that includes all of the key dates and deadlines for the semester. It is also a good idea to create weekly timetables each Friday for the following week. It is also useful to create a to-do list that will accompany your weekly timetable. Templates for a Weekly Timetable, To-do List, Semester Planner and Assessment Schedule can be found in the Learning Support Blackboard Module.

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### Useful Online Resources

- [www.hadd.ie](http://www.hadd.ie)
- [www.chadd.org](http://www.chadd.org)
- [www.add.org](http://www.add.org)

If you find that you are having any difficulties in UCD please contact us as soon as possible!