Psychological Counseling Service

- The goal of the psychological counseling services is to provide for the welfare of the students concerning academic and psychological issues. These services allow interested students to consult with a professional regarding psychological difficulties, apprehensions, and distress in their personal and/or academic lives, such as situations of conflict or a crisis, social difficulties, problems concentrating, anxieties before or during exams.
- These services enable the students to receive counseling and/or psychological therapy through personal meetings set with Clinical Psychologists with vast experience in treating students. The service entails a payment of NIS 100 per meeting. Students entitled to grants bestowed by the Dean of Students (due to socio-economic difficulties) are exempt from payment. The initial meeting at the Psychological Services does not incur a fee.
- Workshops and designated group therapies for problem-focused coping such as test anxiety and difficulties in interpersonal relations, are held during the year. The cost of participating in a semestrial workshop is NIS 50 per meeting.
- Students interested in the services provided by the Psychological Counseling Services are kindly requested to make an appointment for a personal meeting through the secretary of the Psychological Counseling, Ms. Shirley Menda: 09-9602872, email: smenda@idc.ac.il
- Referral to the Psychological Counseling Service and the counseling process will be kept in complete confidentiality and shall not be sent to anyone at the Interdisciplinary Center Herzliya or outside the Center, unless the referral involves special academic requests concerning a student's studies or prior written permission signed by the referral has been given.

Students with Learning Disabilities

IDC Herzliya helps students with learning disabilities complete their studies successfully. To reach this goal IDC takes steps to identify these students quickly, to provide them with suitable testing conditions (exam accommodations), and to help them develop their study skills by teaching them the main study strategies necessary for academic success (see Study Skills Center section).

Special Accommodations During Exams

Reasonable accommodations are provided by IDC Herzliya for students who have been diagnosed with learning disabilities. The accommodations are designed to minimize as much as possible the negative effects that learning disabilities have on students' performance, while simultaneously maintaining the exam’s reliability and validity. Therefore, the exam accommodations which IDC Herzliya provides for students with learning disabilities are adjusted in a way that does not alter the essential character of the exams, i.e, the scope of the material tested, or the essence of the exams’ demands upon students (for example, comprehension, applying knowledge, etc.).

To obtain exam accommodations, students must submit an acceptable diagnosis of their condition to the Psychological Counseling Services' Office, to Ms. Shirley Menda, secretary of the Psychological Counseling Services Tel.: 09-960-2872, Email: smenda@idc.ac.il
The most common exam accommodations offered at IDC Herzliya are: additional time to take the exam; typing answers during the exam; using an equation table or a calculator during the exam; having the exam read aloud in English via a computer; and disregarding spelling mistakes when exam is graded or evaluated.

In exceptional cases, students with learning disabilities will be permitted to dictate their exam answers to a neutral third party. Students who receive permission to do so from the dean of student affairs will be charged for the expense of hiring a neutral third party to take dictation. **Availability of a suitable third party is not guaranteed.**

Please note that students with learning disabilities who were found eligible to have exams read to them in English, could use the Text-to-speech software **TextAloud** (see website [http://www.nextup.com/TextAloud/](http://www.nextup.com/TextAloud/)). It is highly recommended to become familiar with **TextAloud** and practice its usage prior to the exam. No extra time or tutoring considering the software will be given during the test itself. Students in need of tutoring the use of TextAloud, are welcome to contact Ms Shirly Menda at smenda@idc.ac.il or by phone 099602872.

**Submitting Diagnoses of Learning Disabilities**

The obligating directives on the subject can be found at the IDC Herzliya web site, and is updated from time to time.

**Requirements of Documentation:**

- The diagnostic reports submitted to document students’ learning disabilities must be from a certified professional who has training specifically in diagnosing adults with learning disabilities and/or attention/concentration disorders.
- The professional who conducts the examination must use a comprehensive assessment battery including standardized tests accepted in the field.
- The diagnoses must be **recent**, meaning they **must not be more than five years old**. The only exceptions to this are students who were diagnosed earlier and were found to have an unchanging, chronic condition.
- Test scores must be reported using standardized scales.
- The diagnostic reports must include a clear clinical diagnosis and a reasonable explanation for recommending special accommodations.

IDC Herzliya does not have any obligation to accept the recommendations that appear on the diagnostic report, either in full or partially.

Students who previously received exam accommodations at other academic institutions are requested to submit documentation of this as well.

A psychologist will evaluate all diagnoses submitted and determine if they are acceptable. Students who submit diagnoses that are not acceptable will be asked to undergo a new examination to diagnose their learning disabilities.

**Dates for Submitting Diagnoses:** Students with learning disabilities are requested to submit diagnoses as soon as they begin their studies at IDC Herzliya, meaning at the **beginning of the preparatory courses** (if they participate in one) or at the **beginning of orientation week** (which takes place the week before the academic year begins). Students who are interested in receiving accommodations during their first semester of studies can submit the diagnoses that they have during the first semester (until the deadline noted below).
Diagnoses must be submitted at The Counseling Services office, to Ms. Shirley Menda, secretary of Psychological Counseling Services Tel.: 09-960-2872, Email: smenda@idc.ac.il

**Deadline for Submitting Diagnoses:** In order to guarantee exam accommodations (for final exams ONLY) to all students who need them, diagnoses will be accepted **throughout the fall semester until five weeks before it ends** and **throughout the spring semester until five weeks before it ends**. Diagnoses that are submitted after these dates will be evaluated during the following semester.

**Students not Previously Diagnosed with Learning Disabilities:** Students who are interested in being examined for the first time to determine if they have learning disabilities are requested to contact the Psychological Counseling Services' secretary in order to receive a referral to a professional recognized by IDC Herzliya.

To submit a diagnosis or receive a referral, please contact Ms. Shirley Menda, Psychological Counseling Services secretary.
Tel.: 09-960-2872
Email: smenda@idc.ac.il