

### General Accommodations for Learning Disability

- Extended time on exams and in-class assignments
- Permission to audio-tape lectures
- Permission to use a calculator or spell-checker in certain courses for in-class assignments or exams
- Note-taking
- Audio textbooks
- Reading pens
- Electronic readers
- Special testing arrangements (oral, non-distracting environment, scribe, Braille, or large print.)

### General Accommodations for Students who are Hard of Hearing or Deaf

- C-Print or CART services
- Remote sign-language interpretive services
- Note-taking
- Extended time on exams

### General Accommodations for Students who are orthopedically impaired or use a wheelchair

- Ergonomic Keyboard Available
- Completely wheelchair accessible

### General Accommodations for Students who are Visually Impaired or Blind

- CCTVs
- Audiotapes
- Oral Exams
- Large Print Textbooks
- Note-taking and Enlarged Notes
- Use of a tape recorder

## West Georgia Technical College CAMPUS LOCATIONS

Carroll Campus  
997 South Highway 16  
Carrollton, GA 30116  
770-836-6800

Coweta Campus  
200 Campus Drive  
Newnan, GA 30263  
770-755-7800

Douglas Campus  
4600 Timber Ridge Drive  
Douglasville, GA 30135  
770-947-7300

LaGrange Campus  
1 College Circle  
LaGrange, GA 30240  
706-845-4323

Murphy Campus  
176 Murphy Campus Boulevard  
Waco, GA 30182  
770-537-6000

#### Accessibility Services MISSION

The mission of Accessibility Services is to provide equal educational opportunities to students who have a disability. Accessibility Services can make students with disabilities feel comfortable in their learning environment and encourage their success throughout the learning process.

As set forth in its student catalog, West Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Equity (Title IX) coordinator is V.P. of Student Affairs, ADA (Section 504) coordinator is V.P. of Administration. They are located at 401 Adamson Square, Carrollton, Georgia 30117, 678-664-0400.



TECHNICALLY, THE BEST!

A Unit of the Technical College System of Georgia



# Accessibility Services

Zelma Jones  
Accessibility Services Coordinator  
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Students with disabilities have equal access to courses, programs, services, jobs, activities, and facilities available through WGTC, and must meet the College's qualifications and essential technical, academic, and institutional standards.

## FREQUENTLY ASKED QUESTIONS

### WHAT ARE ACCESSIBILITY SERVICES?

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Accessibility Services provides students who have a documented disability with accommodations to aid them in the learning process at West Georgia Technical College.

### HOW DO I SIGN UP FOR ACCESSIBILITY SERVICES?

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Students should contact the service provider and schedule an intake counseling session. At this session, the student needs to bring documentation of the disability. Documentation includes, but is not limited to:

1. Psychological evaluations
2. Letters from a doctor or Vocational Rehabilitation staff

\*Documentation must be within the last three years. Generally, an IEP/504 Plan does not apply to college courses.

\*Please allow 7 business days for processing and arranging an intake.

### IS MY INFORMATION CONFIDENTIAL?

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All information given is confidential. The service provider is the only person allowed to know your disability, and all files are maintained in a locked cabinet. The only item given to your instructor(s) is the accommodation form that addresses what accommodations you need in the classroom. The service provider is allowed to speak with your school or referral agencies and parents only if you have

signed a release form. West Georgia Technical College follows Family Educational Rights and Privacy Act (FERPA) of 1974 which ensures and maintains confidentiality of our students.

### CAN I HAVE ACCOMODATIONS ON MY ADMISSIONS' EXAM?

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You are allowed to have a scribe, electronic reader, and or magnified screen; if your documentation warrants such accommodations.

### HOW CAN I HAVE A DISABILITY PROPERLY DOCUMENTED SO I CAN START RECEIVING ACCOMMODATIONS?

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Accessibility Services can provide information to start the evaluation process. However, WGTC does not conduct the evaluation of a disability and do not pay for such assessments.



## CAMPUS RESOURCES AVAILABLE FOR STUDENTS WITH DISABILITIES

- For admissions, career counseling, or financial aid, please visit our website [www.westgatech.edu](http://www.westgatech.edu) or nearest campus. A listing is included in brochure.

- For Free Tutoring in English, Math AHS 101, Anatomy and Physiology and COMP1000-Introduction to Microcomputers, contact Kim Crockett, 706-756-4678.
- Student Bulletin Boards are available in the student centers where you can post your transportation needs for school or buy used books from other students.
- An online bookstore is available for students. Visit our website at [www.westgatech.edu](http://www.westgatech.edu) and click on Student Resources, then click on Campus Bookstore.
- Some online courses are available for students.
- Mentor Connection is available for students desiring the support of a mentor for the duration of coursework. Visit our website and click Student Resources, then Mentor Connection.
- Interested in extracurricular activities, email [activities@westgatech.edu](mailto:activities@westgatech.edu) .
- Job placement is available. Contact Dawne White, 770-824-5245
- Student Advising Center – contact information is [advising@westgatech.edu](mailto:advising@westgatech.edu)
- ACE – Dr. Julian Schmoke Co-Chair, ACE Program [julian.schmoke@westgatech.edu](mailto:julian.schmoke@westgatech.edu)