

### **General Accommodations for Learning Disabilities:**

- ◆ Extended time on exams and in-class assignments
- ◆ Audio record lectures
- ◆ Use of calculator
- ◆ Use of spell checker
- ◆ Note-taking
- ◆ Audio textbooks
- ◆ Reading pens
- ◆ Electronic reader
- ◆ Special testing arrangements

### **General Accommodations for Hard of Hearing/Deaf**

- ⇒ Remote interpreting services
- ⇒ C-Print
- ⇒ CART
- ⇒ Note-taking
- ⇒ Extended time on exams and in-class assignments
- ⇒ Close-captioning

### **General Accommodations for Visual Impaired/Blind**

- Large print
- E-books
- Reader
- Note-taking
- Braille

### **General Accommodations for Psychological Concerns**

- ◆ Extended time on exams and in-class assignments
- ◆ Preferable seating
- ◆ Short-breaks

## **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

### **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, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding the non-discrimination policies: Equity (Title IX) coordinator is V.P. of Student Affairs. ADA (Section 504) coordinator is V.P. of Administrative Services. Both are located at 401 Adamson Square, Carrollton, GA 30117. 678.664.0400



## **Accessibility Services**

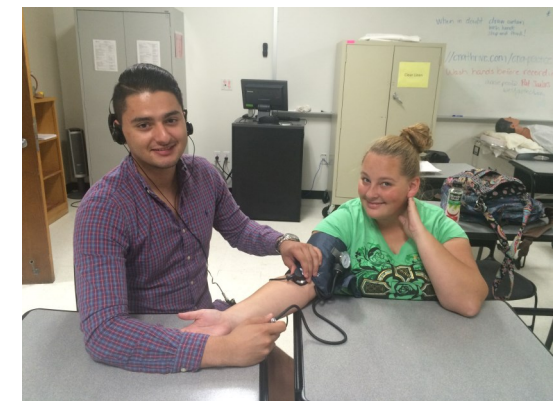
**Zelma Jones  
Accessibility Services  
Coordinator**

**o. 770-824-5241**

**c. 404-780-0679**

**[zelma.jones@westgatech.edu](mailto:zelma.jones@westgatech.edu)**

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.



**[www.westgatech.edu](http://www.westgatech.edu)**

## WHAT ARE ACCESSIBILITY SERVICES?

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?

Students should contact the program coordinator and schedule an intake counseling session. At this session, the student must present documentation of the disability.

Documentation includes, but is not limited to:

1. Psychological evaluation
2. Georgia Vocational Rehabilitation Agency vocational report
3. Letter from medical/therapeutic personnel

Documentation must be dated 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 or services.

## IS MY INFORMATION CONFIDENTIAL?

All information given is confidential. The program coordinator and staff are the only people allowed to know your disability, and all files are maintained in a locked cabinet.

The only item given to your instructor is the classroom accommodation form which addresses what accommodations are needed in the classroom.

The program coordinator and staff are allowed to speak with your school or referral agencies and parents only if you have signed a release form. West Georgia Technical College follows the Family Educational Rights and Privacy Act (FERPA) of 1974 which ensures and maintains confidentiality of our students.

## CAN I HAVE ACCOMMODATIONS ON THE ADMISSIONS' EXAM?

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?

Accessibility Services can provide information to start the evaluation process. However, WGTC does not conduct the evaluation of a disability nor pays for such assessments.



## RESOURCES

- For admissions, career counseling, or financial aid, please visit our website [www.westgatech.edu](http://www.westgatech.edu) or campuses. A listing is included in brochure.
- For Free Tutoring in General Studies 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), click Current Students, then click Online Bookstore.
- Some online courses are available for students.
- Mentor Connection is available for students desiring the support of a mentor [www.westgatech.edu/mentor](http://www.westgatech.edu/mentor).
- 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 [advising@westgatech.edu](mailto:advising@westgatech.edu).