

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
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, sex, 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, Dean of Students, 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182. ADA (Section 504) coordinator is V.P. of Administrative Services, 678.664.0533, 401 Adamson Square, Carrollton, GA 30117.



Accessibility Services

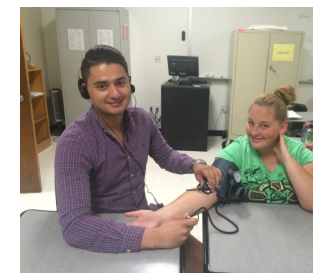
Zelma Jones

Accessibility Services Coordinator

770 824-5241

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

A unit of the Technical College System of Georgia

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 service coordinator and schedule a welcome interview session. At this session, the student must present documentation of the disability. Services are usually not rendered until the completion of the interview process.

Documentation includes, but is not limited to:

1. Psychological evaluation
2. Georgia Vocational Rehabilitation vocational report
3. Verification forms

*Documentation must be within the last three—five 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 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 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 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 and do not pay for such assessments.



RESOURCES

- For admissions, career counseling, or financial aid, please visit our website 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 and click on Student Resources, then click on Campus Bookstore.
- Some online courses are available for students.
- Interested in extracurricular activities, email activities@westgatech.edu.
- Job placement is available. Contact 770-824-5245
- Student Advising Center – contact information is advising@westgatech.edu
- WGTC welcomes all veterans. Please contact the Veterans Affairs office at 770-830-2153