



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.

What are accessibility standards?

Accessibility Services provide students who have a documented disability with accommodations to aid them in the learning process at WGTC.

How do I sign up for Accessibility Services?

Students should contact the Accessibility Services Coordinator and schedule a welcome meeting. During this session, students can submit documentation of their disability. Services are usually not provided until the completion of the welcome meeting.

*Generally, an IEP/504 Plan does not apply to college courses.



**Scan for
Inquiry Form**

Campus Locations

Carroll Campus, 100L
500 Technology Parkway
Carrollton, GA 30116
770.836.6800

Coweta Campus, 122B
200 Campus Drive
Newnan, GA 30263
770.755.7800

Douglas Campus, 321B
4600 Timber Ridge Drive
Douglasville, GA 30135
770.947.7300

LaGrange Campus, 400A
1 College Circle
LaGrange, GA 30240
706.845.4323

Murphy Campus, 2186A
176 Murphy Campus Blvd
Waco, GA 30162
770.537.6000

Accessibility Services

Office: 770.824.5241
accessibilityservices@westgatech.edu

www.westgatech.edu

A unit of the Technical College System of Georgia

West Georgia Technical College does not discriminate on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, AVP of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu; Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.



Accessibility Services

Common Accommodations

Learning Disabilities

- Extended time on exams and in-class assignments
- Use of recording device
- Use of calculator
- Use of spellchecker
- Note-taking
- Audio textbooks
- Reading pens
- Electronic reader
- Testing in distraction-reduced environment

Hard of Hearing/Deaf

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

Visually Impaired/Blind

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

Psychological Evaluations

- Extended time on exams and in-class assignments
- Preferential seating
- Short-Breaks

How can I get documentation of a disability?

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

West Georgia Technical College adheres to the Family Educational Rights and Privacy Act (FERPA) of 1974 which ensures and maintains confidentiality of our students. Thus, all information given to Accessibility Services staff are the only people allowed to know your disability and all files are secured.

Documentation includes, but is not limited to:

- Psychological Evaluation
- Vocational Rehabilitation Report
- Verification Forms signed by a licensed professional (located on the Accessibility Services webpage at westgatech.edu).



The mission of the Accessibility Services is to provide equal education opportunities to students who have a disability. Accessibility Services strive to create a learning environment that is comfortable and encourages student success throughout the learning process.

RESOURCES

Admissions
844.280.2000
admissions@westgatech.edu

Advising
855.277.2384
advising@westgatech.edu

Career Services
770.824.5245
careerservices@westgatech.edu

Bookstore
<https://bookstore.westgatech.edu>

Financial Aid
855.286.3465
financialaid@westgatech.edu

Special Populations
770.838.2526
specialpopulations@westgatech.edu

Student Bulletin Boards: Available in the Student Centers across campuses for students to post for needs such as transportation, used books and more.

Tutoring
770.756.4678
wgtcsuccess@westgatech.edu

Veterans Affairs
770.830.2153
varesources@westgatech.edu

WIOA
<https://westgatech.edu/wioa>