

West Texas A&M University's Student Disability Services Policies and Procedures

Classroom Center Room 106, office (806) 651-2335, Fax (806) 651-2362
<http://www.wtamu.edu/disability>

Registration Procedure for Student Disability Services

1. Student contacts the Student Disability Services Office (SDS)
2. Documentation no more than 5 years old is presented to the SDS office
 - a. If the student does not have documentation, they can be referred for testing
3. The student and the SDS staff discuss and determine appropriate accommodations
4. Accommodations are documented on the Registration Form
5. The student returns EACH SEMESTER to the SDS office to get an Accommodation Request Form
6. Faculty members sign the Accommodation Request Form each semester
7. The Accommodation Request Form is returned to the SDS office (accommodations do not begin until the form is complete)
8. The student, the faculty, and the SDS office work together to provide accommodations
9. If a student would like accommodations to be revised, they must meet with the SDS Director and discuss concerns

Testing Accommodations Procedure

1. Complete testing accommodations forms
 - a. available in the SDS office or at <http://www.wtamu.edu/disability>
2. One testing form must be turned in for each test
3. The testing form must be signed by the professor
4. The testing form must be turned in to the SDS office ONE WEEK prior to the test (this allows the SDS office to make arrangements for the test)
5. Phones are not allowed under any circumstances while testing in our testing rooms. If we suspect that a student is using a phone or any other unapproved document/device during testing, we will immediately collect the test and the device and contact the professor for further action.

Procedure for Requesting Alternative Format Books

1. Purchase the books for the class (If books are unknown, go to bookstore webpage to "textbooks" and select your classes)
2. Complete the online SDS book request forms
 - a. <http://www.wtamu.edu/disability>, "Request Alternative Format Book Request" on the right
3. Complete one form per requested book
4. Bring/send receipts for the books to the SDS office
5. Follow up with the SDS office to check on status of the books