



Registration Procedure for Student Disability Services

1. Student contacts the Student Disability Services Office (SDS)
2. Documentation of diagnosis or previous services is presented to the SDS office
3. The student and the SDS staff discuss and determine appropriate accommodations
4. Accommodations are documented on the Registration Form
5. The student makes contact **EACH SEMESTER** with 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

If a student receives testing accommodations they must:

- *Complete testing accommodations forms (available in the SDS office or online)
- *One testing form must be turned in for each test
- *The testing form must be signed by the professor
- *The testing form must be turned in to the SDS office at least 24 HOURS prior to the test (this allows the SDS office to make arrangements for the test)

If a student receives audio books as an accommodation, they must:

- ◆Purchase books for classes or go to the bookstore webpage to “textbooks” and put in classes
- ◆Complete the online SDS book request forms (www.wtamu.edu/disability, then “forms”, select “Request Alternative Format Books”)
- ◆Complete one form per requested book
- ◆Follow up with the SDS office to check on status of the books