

**STUDENT ACCOMMODATIONS REPORT
COUNSELING CENTER
UNIVERSITY OF WEST GEORGIA**

Report valid for Fall 2022

Ms. Rose Payne
Accessibility Services Coordinator
rpayne@westga.edu

Student's Name: Treasure McKenzie Church
Student ID#: 917592809

General Description of Student's Disability:

The student has a condition which may impact the ability to handle everyday stress, appropriately express emotion, and deal with distractions. The condition may cause unpredictable periods of anxiety and panic. The condition results in periods of fatigue and difficulty with concentration and motivation. This may interfere with the ability to concentrate in class and while studying, as well as classroom participation and interaction.

Required Classroom Accommodations To Aid Student In Reaching Standards And Requirements Of Courses:

- Student is entitled to have up to time and a half on all in class and online tests, quizzes, and any other timed in-class assignments
- The student is entitled to have one five minute stop-the-clock break per half hour during all tests, quizzes, and timed assignments, if the student asks.
- Student is entitled to take tests in a quiet, reduced distraction area. Student is entitled to use student's own headphones or earplugs, if the student asks. [If a special testing room is needed, the student will call Academic Testing Services, testwest@westga.edu, (678) 839-6435, Strozier Hall, to arrange in advance for a room. Ms. Teri Lewis (tlewis@westga.edu) is the contact person for Newnan Campus (678) 839-2300. Arrangements must be made in advance.]
- Student is entitled to early, priority registration. Student must be advised and have any registration holds removed in order to register early.
- The student is entitled to take breaks in class as needed and to sit where they can leave without disturbing others.
- Student is entitled to hard copies of power points, if they are not already available, if the student asks.

ATTENTION INSTRUCTORS: Please note that the last four pages of this accommodation report is a faculty handbook that provides information for you concerning accommodation procedures. This handbook addresses the process for note taking, testing, and other accommodations. If you have questions or concerns after reviewing this information, please contact the Accessibility Counselor listed at the top of this document.



Instructions for Requesting and Using Your Student Accommodation Report

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

Updated December, 2014

What is your Student Accommodation Report (SAR)?

Your SAR is an official confidential document which explains you are entitled to classroom and/or testing accommodations on our campus based on your disability. It has two sections:

- The first section provides some basic information about the impact of your disability.
- The second section explains each accommodation for which you are entitled.

PLEASE NOTE: You are not required to share your SAR with every instructor. You may choose for which courses you wish to use your accommodations and only share your SAR with those instructors. Discuss with your Accessibility Counselor if you are unsure whether to use any, or all, of your accommodations for a particular course.

How do you get your SAR?

- Each semester, email counseling@westga.edu from your my.westga email account with the subject line "SAR Request for _____ (Semester)" and include in the body of the email your full name and 917#.
- Accessibility Services will email your SAR, including student and faculty instructions, in a PDF attachment within 48 hours of your request, and will email you if there is difficulty with fulfilling your request.
- Review **ALL** of the information in the attachment. You are responsible for all information that is provided.
- These PDF documents have a number of safety features so your instructors will know they are authentic. Do not try to change your SAR. If you need something changed, e-mail counseling@westga.edu.

How do you give your SAR to your instructors?

For face to face courses:

- At the beginning of the semester, you must email your SAR and other documents from the attachment to any instructor whose courses for which you wish to receive accommodations with a message that you will follow up in person within a week to discuss your SAR.
- Meet with your instructor in a private office setting (during office hours is best) at the beginning of each semester to discuss which accommodations you wish to use. **YOU WILL NOT BE ACCOMMODATED IF YOU SKIP THIS STEP.**
- Students who present the SAR later in the semester will be accommodated: however, retroactive accommodations cannot be given.

For online/eCore courses:

- You must email your SAR and other documents from the attachment to your instructor as soon as you wish to receive accommodations. (PLEASE NOTE: For eCore courses, also email to etesting@westga.edu)
- You must discuss your SAR, and the accommodations you wish to use, via email with your instructor.

PLEASE NOTE: Receiving some accommodations may require at least a week's notice. This is true for classroom, online, and eCore.

Support Services

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,
<http://www.westga.edu/accessibility>

Updated June 2021

The following support services are available at UWG for all enrolled students. If you have a need that cannot be addressed by one of these resources, please discuss with your accessibility counselor who can provide a referral to the appropriate service/department. In addition to these services, Accessibility Services also provides an Assistive Technology Lab and an Anchor Program (provides academic coaching, mentoring, and adjustment to college skills). For more information about these services specifically for students with disabilities, please visit the Accessibility Services website and/or speak to your accessibility services counselor.

❖ **Advising Center** (<http://www.westga.edu/advising>)

The Advising Center provides information about advising and registration, provides appropriate course recommendations to keep you on track, and can teach you how to use the tools for self-advisement that UWG offers. Contact the Advising Center, located in the UCC, via email advising@westga.edu or by phone at (678) 839-5342.

❖ **Career Services** (<http://www.westga.edu/careerservices>)

Career Services provides career counseling to help you decide on a major and/or career path, assists with job searches, both student employment and after you graduate, and can help you with your resume and interviewing skills. Contact Career Services, located in Row Hall, via email careers@westga.edu or by phone (678) 839-6431.

❖ **Center for Academic Success** (<http://www.westga.edu/cas>)

The Center for Academic Success provides free tutoring in all core classes, supplemental instruction (peer led study sessions) in many core classes, academic coaching, and academic success workshops. Please discuss possible accommodations for tutoring with your Accessibility Counselor. Information about accommodations are available on the Accessibility Services website. Contact the Center for Academic Success, located in the UCC, via email cas@westga.edu or by phone at (678) 839-6280.

❖ **Center for Adult Learners and Veterans** (<http://www.westga.edu/calv>)

The Center for Adult Learners and Veterans provides services and programs for adult learners, veterans, and their families. Contact the Center for Adult Learners and Veterans, located in the UCC, via email cav@westga.edu or by phone at (678) 839-5210.

❖ **Comprehensive Community Clinic** (http://www.westga.edu/coe/index_1357.php)

The Comprehensive Community Clinic provides services to students with speech, language, and hearing difficulties. Contact the clinic, located in the College of Education, via email ccc@westga.edu or by phone (678) 839-6145.

❖ **Counseling Center** (<http://www.westga.edu/counseling>)

The Counseling Center provides free confidential counseling services for all enrolled students. Contact the Counseling Center, located in Row Hall, via email counseling@westga.edu or by phone at (678) 839-6428.

❖ **Math Tutoring Center** (http://www.westga.edu/math/2215_2227.php)

The Math Tutoring Center is staffed by faculty and students who have demonstrated an understanding of the mathematics courses offered at UWG. The tutoring center is open for help in all MATH classes, just walk in, no appointment needed. They have tutoring as well as textbooks and computers to assist you. Contact the Math Tutoring Center, located in Boyd 205, via email jbeldon@westga.edu or by phone at (678) 839-6489.

❖ **Writing Center** (<http://www.westga.edu/writing>)

At the University Writing Center, faculty and graduate tutors can assist you with all areas of the writing process. They offer free 30-minute and hour-long individual tutorials and welcome students from all disciplines, at any level. Please discuss possible accommodations for tutoring with your Accessibility Counselor. Information about accommodations are available on the Accessibility Services website. Contact the Writing Center, located in TLC 1201, via email writing@westga.edu or by phone at (678) 839-6513.



Instructions for Early Registration

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

Updated June 2021

Students with a disability, whose file is complete with Accessibility Services, are eligible to register early for classes.

Please be aware of the following in order to early register:

- **Captioning Students** will register per instructions from Accessibility Services.
- **All other students with a disability must complete the following:**
 - You **MUST** be advised if contacted by an advisor indicating you are required to do so. Even if you do not have an advising hold, it is strongly recommended by Accessibility Services that you meet with your advisor. If you are unsure of who your advisor is, please contact the department of your major and/or the [Advising Center](#). **Be sure your advisor removes your advising hold if needed.**
 - **AFTER** you have met with your advisor, make an appointment with your Accessibility Counselor if you have any concerns or questions related to your disability and the courses you have been advised to take.
 - For instructions on how to register see the instructions provided at <https://www.westga.edu/student-services/registrar/how-to-register.php>.
- You will be notified via emails to the Accessibility listserv concerning when the early registration will open.
- **If you have any HOLDS on your account, you will NOT be able to register.**
- If you experience a problem with entering your early registration, you may email your Accessibility Counselor (from your my.westga.edu email address) for assistance. **If you email by 4:30 p.m., we will respond the same business day. After 4:30 p.m., we will respond the following business day before noon. If you do not receive a response to your email within that time frame, please resend your email.**

Instructions for Testing Accommodations
Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,
<http://www.westga.edu/accessibility>
Updated February 2019

Face to Face Courses

Two Options for Testing Accommodations:

- Students and instructors may choose a location determined by the instructor, such as his/her office or an available conference room near his/her office. Some programs of study proctor their own tests so they will also provide an appropriate space.
- Students may test at Academic Testing Services (ATS); instructions provided below. For Newnan, contact Teri Lewis at least one week in advance at (678) 839-2300 or tlewis@westga.edu to make arrangements.

How to schedule your tests with Academic Testing Services (ATS):

- Email your SAR to ATS at testwest@westga.edu. You only need to email your SAR once per semester unless your accommodations change.
- Call (678) 839-6435, email (testwest@westga.edu) or visit ATS (110 Strozier Hall), at least one week in advance to schedule your test. You can schedule for the entire semester if you know your test dates.
- Your test time should include the time the class is testing. For example, if you have a test in your 11:00 – 12:15 class and then have another class from 12:30 - 2:00, you should schedule the test (for time-and-a-half of 112 minutes) beginning at 10:00 to ensure you have enough time to make it to your 12:30 class.
- Once you have scheduled your testing with ATS, you **MUST EMAIL** your instructor with the arrangements that you have made **PRIOR TO EACH** test to ensure your test will be available at ATS.
- If you are entitled to Assistive Technology or personal assistance accommodations, you **MUST** contact ATS two weeks prior to your test.
- Do not go to class on test day if you are testing at ATS. You will report to ATS unless instructed to do otherwise.

PLEASE NOTE: When registering for Standardized Tests such as the GRE, GACE, MCAT, or NCLEX, you must contact those testing entities directly and follow their instructions and procedures. **Also, if you wish to receive extra time on any online quizzes and/or tests for your on campus classes you need to discuss this with your instructor. You will need to send a reminder email 2-3 days prior to any scheduled tests and quizzes so that the instructor can appropriately increase the time you are allowed.**

Letter to Students from Academic Testing Services

TO: Accessibility Services Students
FROM: Academic Testing Services (testwest@westga.edu)
SUBJECT: Classroom Test Accommodations

Academic Testing Services (110 Strozier Hall, (678) 839-6435) is one campus resource available to assist students with documented learning and/or physical disabilities who require special test accommodations. Please understand that we have limited office staff so we appreciate you scheduling as far in advance as possible. While our office is generally open Monday - Friday from 8 a.m. until 5 p.m., there are occasions when other obligations take precedence.

The following reminders will make the testing process easier for you:

- It will not always be possible to test you at the same time/on the same day the class is taking the test. Obviously the more advance notice about a test, the better for all involved. If you have syllabi which include prospective test dates, tentative testing appointments can be made for an entire semester. **It is your responsibility** to schedule the appointments, but it is helpful if you have already talked with the instructor about how much freedom we have in scheduling the exam.
- **It is your responsibility** to make a specific testing appointment with ATS. That is the only way to make sure that you have enough time to complete the test. You must **make appointments at least 48 hours in advance (excluding weekends)**, but earlier is ideal. When the test is completed, our office will return it to the instructor in whatever way has been agreed upon.
- Even though your instructor and our office may have made some basic arrangements, **it is your responsibility** to remind your instructor when you are taking the test and how/when that test will be delivered.
- **It is your responsibility** to be on time for your appointment and ready to start. Requests to be allowed an extra 15 - 30 minutes to study will not be honored. In addition, you are expected to have all necessary materials with you (scantron, calculator, pen/pencil, etc.).

If the instructor changes or cancels the test date, **it is your responsibility** to let ATS know. If you cancel a test date (because of illness, for example), you should also inform ATS. You will also need to let your instructor know. We will keep the test for a few days until we hear from the instructor regarding what we should do. ATS will not allow you to take the test late unless we have permission from the instructor to let you



Accessibility Services Anchor Program

Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,

<http://www.westga.edu/accessibility>

Updated March, 2016

What is the Anchor Program?

The Anchor Program provides intervention designed to support students with disabilities in their initial transition to the university setting. Anchors are peer mentors (both graduate and undergraduate students) whose role is to provide mentoring, support, coaching, and connection with other resources on campus. **The Anchor Program is not an accommodation, but rather a service UWG has chosen to provide to students with disabilities to enhance their college experience and support their success.** Students are not entitled legally by ADA to services through the Anchor Program as they are entitled to classroom and/or housing accommodations. Examples of assistance provided by anchors include:

- Assistance with organizing their schoolwork and assignments
- Assistance with emailing Student Accommodations Reports (SARs) to instructors and others and how to discuss their reports appropriately
- Assistance with use of Academic Testing Services to receive testing accommodations
- Assistance with time management and study skills
- Other assistance as may be appropriate depending on the student's disability and needs. For example, a visually impaired student may receive assistance with learning to navigate campus.

The Anchor Program DOES NOT provide:

- Academic tutoring - Free tutoring services are provided through the Center for Academic Success and others on campus. Anchors can provide appropriate referrals.
- Personal Counseling – Free personal counseling is provided through the Counseling Center. Anchors can provide appropriate referrals.
- A replacement for student effort, engagement and personal responsibility for learning and overall success.

Eligibility

Students must be referred by their accessibility counselor. Students should discuss with their accessibility counselor if they wish to be considered for the Anchor Program. The accessibility counselor determines eligibility and fit. Not all students who receive an accommodation report will be referred to the Anchor Program. The number and frequency of appointments will be determined collaboratively between the accessibility counselor, the Anchor Program supervisor, and the anchor.

Student Responsibilities

Students will be expected to sign an agreement during their first anchoring appointment indicating their understanding of their responsibilities:

- Attending scheduled appointments and canceling if they will be unable to attend
- Bringing any needed materials such as syllabi and planners
- Being receptive to suggestions, guidance and referrals to other campus resources
- Completing homework and assignments and attending class



Accessibility Services Faculty Handbook
Accessibility Services, 123 Row Hall, counseling@westga.edu, (678) 839-6428,
<http://www.westga.edu/accessibility>
Updated June 2021

Our Mission

The Office of Accessibility Services at the University of West Georgia is committed to providing access to campus resources and opportunities to allow students with disabilities to obtain a quality educational experience at UWG.

Who Qualifies?

All accommodations, and the supporting documentation required, are in compliance with The University System of Georgia's Board of Regents standards and policies. Disabilities may be temporary or permanent and are categorized into three areas: **physical, psychological and learning disorders.**

Receiving Services

Students meet with an Accessibility Services counselor to review their documentation, determine eligibility for accommodations, and discuss procedures for utilizing accommodations, as well as available resources. A Student Accommodations Report (SAR) is provided, via email, for students once disability and the appropriate accommodations have been determined.

Student Process:

- Students request their SARs each semester by emailing counseling@westga.edu. The SAR, along with instructions, are emailed to the student in a secure PDF attachment.
- Students then forward the SAR, and accompanying instructions, to the instructors for the classes (including eCore/online) for which they wish to use any or all of their accommodations.
- Students should then follow up with a discussion of the accommodations they wish to use in the classroom and/or on tests with each instructor. This meeting could be in person in a private office setting, or via email or phone as needed. **This step must not be omitted.**

PLEASE NOTE: It is recommended that students present and discuss the SAR at the **beginning** of each semester. Students who present the SAR later in the semester must be accommodated: however, retroactive accommodations cannot be given.

- Students are expected to advocate for themselves. They are responsible for arranging their own accommodations with each instructor, per assignment and test as needed.

PLEASE NOTE: The SAR is the student's confidential information. Please keep this document secure and do not discuss the student's information with other parties unless they are implied in the report, such as Academic Testing Services, or you are given permission by the student to do so.

Possible Accommodations and Services

The Student is entitled only to accommodations listed on his/her SAR. If you are uncertain whether to extend additional assistance to the student, please feel free to contact the accessibility counselor listed on the student's SAR to discuss.

Accessible Furniture:

New classrooms have been built to meet most accessible furniture needs, and older classrooms have been furnished with accessible furniture. If accessible furniture is not in place, please email the student's accessibility counselor listed on the SAR as soon as possible.

Captioning Services:

Students with profound hearing loss may have a captioner in class. In these cases, you will be contacted personally by the coordinator of the Captioning Program prior to the beginning of the semester.

CIDI:

The Center for Inclusive Design and Innovation (CIDI) (<https://cidi.gatech.edu/>) provides textbooks in alternative formats to eligible students. These students are entitled to use their Alternative Media textbooks on a device that does not disturb the class or compromise test security any time they are required to use their textbooks.

Classroom Accommodations:

These accommodations commonly include: preferred seating, eating or drinking in class, breaks during class, extended time for in-class assignments and the use of a keyboard rather than handwriting.

Foreign Language Substitution:

A student is determined to be eligible for a Foreign Language Substitution (FLS), per USGBOR policy, based on a documented moderate to severe hearing impairment, severe speech impairment, or specific documented learning disability ([USGBOR Academic and Student Affairs Handbook](#)).

- FLS entitlement due to a severe to profound hearing impairment must be documented by an audiologist report (within the last three years) and explanation of the report which specifically addresses the student's impaired AIDED speech discrimination capabilities.
- FLS entitlement due to a severe speech impairment must be documented by a speech pathology report (within the last three years) and explanation of the report which specifically addresses the student's speech capabilities.
- FLS entitlement due to a specific learning disability MUST be specifically approved by the Regents Center for Learning Disorders (RCLD) either through review of the student's privately obtained evaluation or by a RCLD evaluation.

For more information concerning FLS, and for a list of approved courses, please see "[Foreign Language Substitution](#)" on the Accessibility Services website.

Note Taker Assistance:

Students who, due to the impact of their disability, are not be able to take adequate notes during class are entitled to use Sonocent, a notetaking software on their phone, tablet or laptop. Please see recording lectures.

- **If a science lab assistant is needed:** Upon requesting a science lab assistant, the student should discuss with you the best way to identify an appropriate lab assistant. The lab assistant can be paid. Please have the student contact Kellyn Purcell (kpurcell@westga.edu) to be compensated.

Recording Lectures:

A student is determined to be eligible for recording lectures based on a documented disability which impairs their ability to retain the lecture in real-time. Please see “[Recording Lectures](#)” on the Accessibility Services website for more information, including an “Agreement and Conditions of Use for Audio Recordings of Class Lectures” you may request the student to sign.

Testing Accommodations:

Testing accommodations allow eligible students to be evaluated during test time on their knowledge of the subject matter rather than the effects of their disability. Please see “[Testing Accommodations](#)” on the Accessibility Services website for more information concerning the process for both instructor and student.

Letter to Faculty from Academic Testing Services (ATS)

TO: Faculty
FROM: Academic Testing Services (testwest@westga.edu)
SUBJECT: Classroom Test Accommodations

Academic Testing Services (ATS), 110 Strozier Hall, 678-839-6435, is one campus resource available to assist students with documented disabilities requiring special test accommodations. This assistance works best when we agree on what ATS can and cannot do with regard to your students who are eligible for accommodations. Please understand that we have limited office staff so we appreciate your understanding and flexibility, when necessary. While the ATS office is generally open Monday - Friday from 8 a.m. until 5 p.m., there are occasions when other obligations take precedence. ATS appreciates your willingness to be as flexible as possible in using our services to administer tests to those with special needs.

The following reminders will enable our office to provide a level of service that maintains the integrity of your tests and allows ATS to meet obligations to West Georgia:

- It is your responsibility to get the test to ATS in whatever way you feel comfortable (campus mail, fax, personally delivered, e-mail attachment, etc.), and our office will be responsible for returning the test to your departmental mailbox (unless you make other arrangements). We make every attempt to return the test the same day it is taken, but on occasion, the test is not returned until the next day. If you wish, you may pick up the test.
- Unless the student is to pick up the test from you and bring it to ATS, you should be sure the test arrives well before the student does. It is very frustrating to the students when they arrive with no test to take. Please include with the test all pertinent information such as whether or not the student can use books/notes, must show photo id, must provide a scantron, may use a calculator, and so forth.
- Although ideal, it is not always possible to test a student at the same time/on the same day the class is taking the test. Obviously the more advance notice about a test, the better for all involved. If you have syllabi which include the prospective test dates, tentative testing appointments can be made for an entire

semester. Scheduling the appointment is the student's responsibility, but it is helpful if you have already given the student some options with regard to a "testing window."

- Scheduling is especially critical when midterms and finals are involved. Per our policy, **students must schedule exams at least 48 hours in advance (excluding weekends)**, although earlier is best.
- The easiest requests to meet are those that require space and supervision. However, when the request is to read a test or have essay answers dictated and then transcribed (in the case of a student with visual impairments, for example), several hours may be involved; this will again require flexibility on your part as far as scheduling is concerned.

Please contact us if you have any questions or concerns regarding testing of students with accommodations.

Thank you,

Academic Testing Services
110 Strozier Hall
678-839-6435
testwest@westga.edu