



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 West Georgia Technical College.

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

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, disabled veteran, veteran of the Vietnam Era, spouse of military member, 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 for Students: Career and Student Support Services Manager, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, for Employees: Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182.



**Accessibility
Services**

770.824.5241

accessibilityservices@westgatech.edu

westgatech.edu

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



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.

Common Accommodations

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).

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/student-life/career-services/wioa>