



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 an intake interview. During this session, students **can submit documentation** of their disability. Services are usually not provided until the completion of the intake interview.

*Generally, an IEP or 504 Plan without additional documentation doesn't constitute complete supporting documentation of a disability.



Scan for Inquiry Form

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 the student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Dean of Students 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, Human Resources Manager, 770.537.6056, 176 Murphy Campus Blvd. Waco, GA 30182, wgtcHR@westgatech.edu.



Accessibility Services

770.824.5241
accessibilityservices@westgatech.edu
www.westgatech.edu

A unit of the Technical College System of Georgia

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
- Psychoeducational Evaluation

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>