**Welcome to the Georgia College Student Disability Resource Center!**

If you are interested in receiving academic accommodations, you will need to register with our office. To begin that process, please proceed with the following:

**1. Complete the Request for Services Form**

**2. Provide us with a copy of documentation that supports your diagnosis**

**3. Schedule a Registration Meeting with our office**

Below are links for you to peruse so that you can get to know our department and your options for assistance.

The Board of Regents criteria can be found on the link below for each category of diagnosis:

<http://www.usg.edu/academic_affairs_handbook/section3/handbook/appendicesDH/>

Please note: if you feel that your documentation does not meet the guidelines listed in the Board of Regents criteria, submit what you have as it may provide you with temporary accommodations. Additionally, attached is a form that discusses ways to receive psychological testing.

Our website is available at <http://gcsu.edu/disability/>

Please **mail, fax or e-mail** ([disability@gcsu.edu](mailto:disability@gcsu.edu)) the attached Request for Services Form and copies of any supporting documentation that you have (current psychological/medical evaluations and IEP/504 plans) to:

Georgia College

Student Disability Resource Center

Campus Box 123

Milledgeville, GA 31061

We look forward to helping in any way we can. Please do not hesitate to contact us with any questions or concerns.

Sincerely,

David Anderson

Director of the Student Disability Resource Center

**Request for Services Form**

**Section 1. Demographic Data:** Please complete and/or review and update

Name

Last First MI Nickname

GCID Date of Birth

Mailing

Address

Street City State Zip

Phone Bobcats

Numbers

Cell Home/ Permanent

Email

Do you receive Vocational Rehabilitation services? (please check)  YES  NO

If YES, who is your case manager?

Are you a Veteran? (please check)  YES  NO

**Section 2. Student Status:**

 Prospective\_

Date of Anticipated Enrollment Degree/s Seeking

 Transient

Name of Institution You Attend on a Regular Basis

 Current: (please check)  Undergraduate  Graduate

Date of Enrollment Degree/s Seeking

**Section 3. Diagnostic Information:**

1. Please state your diagnosed disability/ies and the date of onset:

Diagnosis

Date

2. Please briefly describe how your disability/ies affect you both outside and inside the classroom, including testing, and studying situations:

**Section 4. Service History:**

1. Please list/describe any services/accommodations you previously received:

2. Please list/describe those services/accommodations you are interested in requesting at Georgia College:

**Section 5. Authorization to Release Information:**

I hereby authorize Georgia College Student Disability Resource Center located at 231 West Hancock Street/Campus Box 123 in Milledgeville, GA 31061, to:

 Release the following information: psychological, neuropsychological, and other evaluations and medical documentation needed for consideration of the extension of academic accommodations to:

 **Regents Center for Learning Disorders**, University of Georgia, 331 Milledge Hall, Athens, GA 30602

 Communicate with **the parties below** about information regarded to my disability, registration process, accommodations, and interaction with Disability Services’ staff.

 Parent or Guardian/s:

 Vocational Rehabilitation Case Manager/Counselor:

 Georgia College Academic Advisor:

 Medical Provider/s:

 Professors:

 Other:

Student Signature Date

**Obtaining Psychological Testing**

 1.     Have the evaluation done by an outside psychologist or psychiatrist and our office will submit the evaluation to the Regent’s Center for Learning Disorders.

a.     Pros- is it can be done by someone of your choice

b.     Pros- it can be done fairly quickly

c.      Cons- it tends to be very costly

d.     Cons- it is not 100% guaranteed to meet all of the criteria

i.e. This may require you to have the Doctor write an addendum or have further testing.

2.     Have the evaluation done directly through the RCLD <http://www.rcld.uga.edu/>

a.     Pros- it is much cheaper than the outside evaluation (~$500)

b.     Pros- the testing will meet all of the required criteria

c.      Cons- there is generally a lag time from making the appointment and being seen

( ~ 1-2 months)

d.     Cons- it requires you to go to UGA for two days (6 hrs/day)

3.     Seek assistance for an evaluation through Vocational Rehabilitation <http://www.vocrehabga.org/>

a.     Pros- it doesn’t cost anything

b.     Pros- they can assist you with a variety of things in addition to testing

c.      Cons-these offices can be (but not always) difficult to work with. You will report to the county office where you reside.

d.     Cons- the testing can at times be insufficient and require further details/testing