

# Texas Christian University

## Center for Academic Services

~Services for Students with Disabilities~  
Sadler Hall, Room 1010, TCU Box 297710  
Ft. Worth, Texas  
817-257-6567



[http://www.acs.tcu.edu/disability\\_services.asp](http://www.acs.tcu.edu/disability_services.asp)

### Intake Appointment: What to Expect.

#### Note to Self!

- **Bring TCU ID**
- **Arrive no later than 3:30 PM**
- **Bring my documentation**
- **Bring planner/phone**
- **Set-up TCU e-mail!!!**
- **Check Messages!!**

- The purpose of an intake appointment is to meet with a Disabilities Specialist who will gather information regarding the nature of your disability, history of difficulties and accommodations, current presenting problems in school and address any relevant questions you may have about disabilities services. This is your initial point of contact with Student Disabilities Services at TCU.
- When you arrive to your intake appointment, you will sign-in.
- You will then meet with a Disabilities Specialist who will **gather specific and relevant** information from you. The Disabilities Specialist will go over the University's policies and procedures and have you complete a general intake packet. Please make sure to bring your **TCU ID!**
- It is helpful if you can come prepared to discuss your disability and how it **specifically impacts** your academic functioning and functional limitations. Each student presents with varied concerns; therefore each case is handled on a case-by-case basis. You may use the Functional Limitation Worksheet as a reference guide.
- A Disabilities Specialist will also explain the documentation guidelines. If you are lacking certain documentation they will let you know what is additionally required. If you already have current documentation that meets the guidelines, please bring it to your appointment.
- As needed, a Disabilities Specialist may also connect you with other helpful resources during your visit (academic coaching, tutors, academic resources, etc.)
- When you are done, either you may be asked to schedule your next appointment with Student Disabilities Services or you will be contacted by phone or e-mail to schedule a follow-up visit. Make sure your TCU e-mail account is active and that you check it on a regular basis. TCU does not e-mail to non-TCU e-mail addresses.
- Please allow two-to-four weeks for the Disabilities Services Documentation Review Committee (DSDRC) to make a decision regarding your request for accommodations.