

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>



New Student Checklist

- ✓ Determine what type of disability you may have. A **disability** is a physical or mental impairment that substantially affects one or more major life activities. **Major life activities** are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.
- ✓ Next, determine what it is you are particularly struggling with in school (i.e. tests, test anxiety, comprehending lectures and/or text material, focusing during lectures, difficulties hearing or seeing during tests or lectures, getting to class due to a serious physical concern.)
- ✓ Determine if you have received accommodations in the past? (i.e. on SAT, ACT, in High school, previous institutions.) What has been helpful?
- ✓ Contact Disabilities Services at 817-257-6567 to schedule an **intake appointment**.
- ✓ Be prepared to discuss your **disability** and **functional limitations** with a Disabilities Specialist during your intake appointment. A **functional limitation** results from any health problem (physical or psychological) that prevents you from completing a range of tasks. Be sure to take note of what *specific difficulties* you are experiencing academically. Please note that your information will be treated as private and confidential.
- ✓ Your functional limitations or disability must be supported by some form of **current and comprehensive documentation** in order to be considered. Disabilities Services has specific guidelines for what type of documentation we will accept.
- ✓ It is a good idea to review the **disability documentation guidelines** on our website before your initial intake appointment. Visit (http://www.acs.tcu.edu/disability_documentation.asp) to determine what type of documentation you should bring to your appointment or what will be necessary in order to be considered for accommodations.
- ✓ Collect your most recent documentation (3-5 years) and bring to your intake appointment or have the records sent quickly thereafter your appointment. Please note that we require **original copies** of your documentation.
- ✓ Your information will then be reviewed by a review committee to determine if your documentation meets the guidelines and your requests for accommodations are **reasonable** and **appropriate**.
- ✓ Each student's request is made on a case-by-case basis.