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.