



Important Information for Fall 2017 Freshmen!

If you are a new student who has registered for a freshman orientation, you and your parents/guardians are invited to an information session called Access West. During Access West you will learn about the accommodation process at UWG, which is different from what is provided in K-12 where students have Individualized Education Plans (IEPs) or 504 Plans. There are some similarities, but also many differences. During this information session we will discuss these differences and answer your questions. We will also discuss success strategies and provide other tips to ease the transition to college.

Please read the following information carefully:

- **The Access West session will be held on the second day of orientation at 1:30 pm in UCC 308.** You will be dismissed from orientation at approximately 12:30 pm, leaving the afternoon free to attend to other business, such as this session.
- There is a Market Fresh Deli located in the UCC on the same floor as room 308 if you wish to have lunch before the session. You may also choose to have lunch at another location on or near campus. However, keep in mind that the Access West session will begin promptly at 1:30 pm.
- There will be a limited number of individual appointments available at 2:30 pm and 3:30 pm. Individual appointments, called intakes, are required to establish accommodations. These appointments will be scheduled on a first come, first serve basis. **The intake appointments on the day of Access West sessions are available ONLY for those students who attend the information session.**
- **Documentation should be provided to Accessibility Services prior to the date of the appointment.** For documentation guidelines, please visit www.westga.edu/accessibility. Documentation may be faxed to 678-839-6429, emailed to counseling@westga.edu, or mailed to Accessibility Services, 123 Row Hall, Carrollton, GA 30118-4460.
- You are encouraged to attend the Access West session even if you must return on a later date to complete the intake appointment.

We understand that students are sometimes reluctant to utilize accommodations. Attendance at this session does not obligate a student to complete the process to establish accommodations or to use them. Attendance will simply allow students the opportunity to learn more so an informed decision can be made about using accommodations.

To register for the Access West session (and to schedule an intake appointment if you have documentation and wish to complete the intake that day), **please call 678-839-6428**, Monday through Friday 8:00 am until 5:00 pm. We ask that you register at least 24 hours prior to the session. Once registered, you will receive an email confirmation.