

## Instructions for Early Registration

Accessibility Services, 123 Row Hall, [counseling@westga.edu](mailto:counseling@westga.edu), (678) 839-6428,  
<http://www.westga.edu/accessibility>  
Updated December, 2014

Students with a disability, whose file is complete with Accessibility Services, are eligible to register early for classes.

Please be aware of the following in order to early register:

- **Captioning Students** will register per instructions from Chris Childress ([childre@westga.edu](mailto:childre@westga.edu)).
- **Student Athletes** must first be advised, submit advising paperwork and preferred class schedule to his/her coach, and then the registration will be entered by David Haase ([dhaase@westga.edu](mailto:dhaase@westga.edu)) or Emily Hall ([ehall@westga.edu](mailto:ehall@westga.edu)) provided there are no registration holds.
- **All other students with a disability must complete the following:**
  - You MUST be advised if contacted by an advisor indicating you are required to do so. Even if you do not have an advising hold, it is strongly recommended by Accessibility Services that you meet with your advisor. If you are unsure of who your advisor is, please contact the department of your major and/or the **Advising Center**. **Be sure your advisor removes your advising hold if needed.**
  - **AFTER** you have met with your advisor, make an appointment with your Accessibility Counselor if you have any concerns or questions related to your disability and the courses you have been advised to take.
  - For instructions on how to register see the instructions provided at <http://www.westga.edu/registrar/759.php>.
- You will be notified via emails to the Accessibility listserv concerning when the early registration will open.
- **If you have any HOLDS on your account, you will NOT be able to register.**
- If you experience a problem with entering your early registration, you may email your Accessibility Counselor (from your my.westga.edu email address) for assistance. **If you email by 4:30 p.m., we will respond the same business day. After 4:30 p.m., we will respond the following business day before noon. If you do not receive a response to your email within that time frame, please resend your email.**