Announce in class that students with accommodations must speak with you during your office hours and/or email you.

Meet individually with students who inform you that they have accommodations so that they can make you aware of what they will need this semester.

Read through the student’s SAR (Student Accommodation Report) to ensure that you have a thorough understanding of their accommodations.

When you have questions about accommodations, refer to the Accessibility Accommodations Reference Handbook or contact the Office of Accessibility Services.

Make sure information regarding accessibility services is in your syllabus. This language is included in the common language for course syllabi.

**Contact Information:**

**Accessibility Services**
678-839-6428
counseling@westga.edu

**Academic Testing Services**
678-839-6435
testwest@westga.edu